

Appendix 5 to Agenda Item 6

What and who is eligible for Grants?

Funding Priorities

Chichester District Council's priorities for grant funding are reviewed annually to ensure that the discretionary funds available continue to address the issues that the Council sees as most important. These are published and are intended to guide applicants to the types of grants that may be awarded.

In addition, Chichester District Council has identified some key factors that are considered to make a strong bid or project. These "principles" of funding are also published, and applicants are encouraged to reflect on these NUMBER areas in the applications they make. Please refer to "What are Chichester District Council's Priorities and Principles of Funding?"

What Chichester District Council will not fund:

- Projects run by faith organisations for the sole purpose of promoting or benefiting a belief or group of believers
- Applications by Political organisations
- Applications from organisations in dispute with Chichester District Council
- Private individuals (for the avoidance of doubt, this does not preclude sole trader businesses from applying in respect of their business)
- National appeals
- Loan repayments
- Retrospective costs incurred
- Activities where Central Government, the Health Authority or County Council are the most appropriate funding agency (including projects within the District Council's Infrastructure Business Plan that are identified to be funded through other sources)
- Where the primary benefit is not to Chichester District residents or businesses

Determination Process

- The Cabinet meeting in December of each year will set the specific priorities for the distribution of grants and concessions in the next financial year within the overall setting of the Council's strategic plans. The February meeting of the Cabinet will set the total budget. The available funds and priorities will be published on the Council's website.
- The Grants and Concessions Panel, which will consist of eight elected Council Members, intends to meet four times a year. The dates of the Panel meetings will be published and updated on the Council's website. To be considered by Panel, completed applications with supporting documentation must be received by the

submission deadline, also advertised on the Councils website. These precede the Panel meetings by around 5 weeks.

- Applications for sums up to £1,000 will be considered electronically by three members of the Grants and Concessions Panel, within six weeks of receipt. Accordingly, there are no advertised deadlines and applications can be submitted at any time.
- Funding Advisers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. Funding Advisers will not be able to assist with improving an application at this stage.
- Completed applications will be assessed and scored against the Council's priorities and principles of funding, and will be subjected to a financial assessment, prior to presentation to the Grants and Concessions Panel.

General Requirements

Applicants must:

- Speak to a Funding Adviser to talk through the project to be funded and its fit with the advertised Council Priorities and Principles of funding, before submitting an application. This should assist the applicant in making the best application possible; failure to do so will result in an application being returned without being heard by the Panel.
- Complete all sections of the relevant application form (Small applications up to £1,000, Applications over £1,000). The two forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For larger grant requests, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- Supply a copy of the organisation's constitution, or provide evidence of a constituted group who will act as referee and is able to hold funds on the group's behalf.
- Provide appropriate evidence regarding the organisation's financial position, such as current balance sheet, or equivalent income and expenditure records for small or newly formed groups. Where audited accounts exist, these should be provided for the **last two years**.

Successful applicants will also be required to:

- Enter into formal agreement with the Council regarding the use of any award, and be bound by those conditions (including any specific conditions imposed by the Panel).
- Only spend a successful award on the purpose applied for.

- Notify the Funding Adviser as soon as possible should a grant or any part of, not be required.
- If successful, agree to a monitoring process in order to report back to Panel on the spend and success to support evaluation and learning.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from the owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of grant” conditional on getting the necessary permissions.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

General Information

- The maximum grant size awarded for projects will not normally exceed 50% of the estimated project cost and would not normally exceed £15,000. Where an application is for up to £1,000, it will be considered by a “fast-track” route.
- If a successful applicant makes subsequent fast-track bids in the same financial year (and the cumulative value is over £1,000), these will be deferred to the next Grants and Concessions Panel meeting irrespective of the amount requested.
- It is envisaged that grants will primarily be for one off costs or start up costs for financially sustainable initiatives.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await the written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- Applications must be for schemes or projects that primarily benefit residents of Chichester District. Projects that cover other areas may be eligible, but the amount requested must be proportional.
- Applicants must not have outstanding disputes (including payment arrears) with Chichester District Council
- Successful applicants may be asked to include Chichester District Council branding on any published material associated with the project.
- Grant awards will typically be made as an offer of grant, which allows the fund to be drawn on for a period of one year from the date of decision. Applicants who can justify why monies would not be spent in that timeframe can request that the offer is varied to an extended period, but this would not exceed three years from the date of decision. Any further request for extension or revision of terms of the grant would be subject to a new application.
- Payments will be made in line with the “Funding Agreement” issued to successful

applicants, but would typically require the production of receipted invoices, or other evidence of spend.

- Should the total cost of a project reduce at any time during the life of the project, the amount of grant available will be reduced on a pro rata basis.