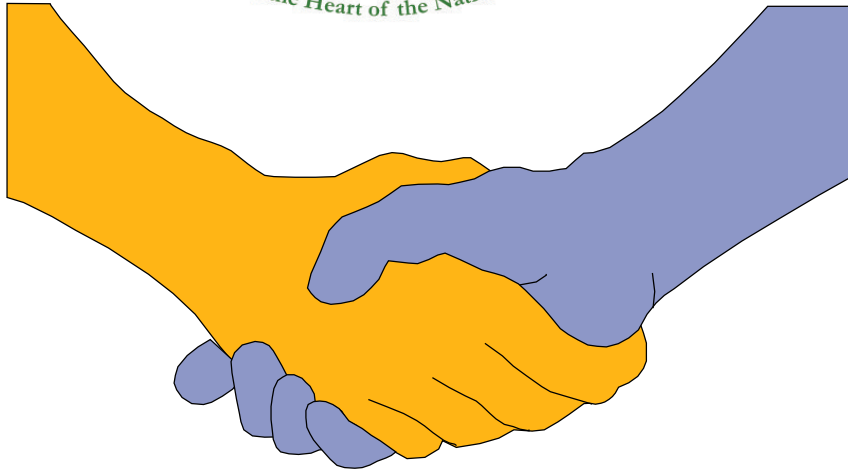


**South Derbyshire
District Council**


at the Heart of the National Forest



Community Partnership Scheme

GUIDANCE NOTES

Community Partnerships Scheme

Guidance Notes

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COMMUNITY PARTNERSHIPS SCHEME

GUIDANCE NOTES

Introduction

When setting its budget this year (2007-08), the District Council made a provision for the distribution of £100,000 financial support or grant aid to community organisations and partnerships operating within South Derbyshire. The purpose of these guidance notes is to assist organisations to understand the grant criteria as applied by the District Council and to help them complete the application form.

1.0 What is the Community Partnership Scheme?

- Community Partnerships has been developed to provide support, advice and grant funding to community projects in South Derbyshire
- It encourages self-help, joint working relationships and the fulfilment of community aspiration
- It is designed to assist community groups to attract external funds into South Derbyshire

2.0 What do we offer?

- We offer an initial meeting to discuss your project
- We also provide further advice with our partners on how best to develop your project, where to get other funding, what you need to do and how you can do it.
- We offer cash grants to support the total capital costs related to the delivery of your project. The scheme does not offer help towards day to day running (revenue) costs, which are ineligible.
- **Grants will normally be between 5% and 25% of total project cost, with a minimum of £1,000 and a maximum of £25,000.** The actual

support offered will depend upon a number of factors and these are outlined later in Section 4.0 of these guidance notes. Only in exceptional circumstances will grants be offered in excess of 25%.

Organisations will normally only be allowed to receive one grant in any financial year.

Note - the conditions above are those that will normally apply. The District Council reserves the right to amend the amount of grant aid in any particular case in exceptional circumstances. It must also be noted that all grants are subject to funds being available.

Grants are also available for assistance towards an agreed value of professional fees associated with, for example, the development of feasibility studies, detailed designs, contract management and building and planning regulation approval related to construction projects.

3.0 What type of projects do we support?

- We will support a wide variety of **capital** projects providing that they benefit communities within South Derbyshire.

Typical examples include:

- sports, arts, heritage, environmental and other community projects,
- the provision of new community buildings or refurbishment / improvement of existing community buildings,
- the purchase of major items of equipment, such as musical instruments, minibuses etc., **N.B. individual items must cost a minimum of £4,000 to be eligible**
- purchase of land, N.B. With an application for grant towards the cost of the acquisition of land or buildings, the authority may take advice as to the value of the property and grant will not be given on expenditure in excess of the price recommended by an approved Valuer.
- access improvements to buildings, particularly for people with disabilities.

N.B. Works to religious buildings are excluded except those that fulfil a substantially wider community role beyond the confines of the religious requirements and subject to the community facilities having separate financial and management arrangements.

If you have a project in mind, why not ask if we will support it!

4.0 What you need to show and how your application will be judged

You will need to show that:

- The project relates to the corporate priorities of the District Council.
N.B. An extract from the South Derbyshire District Council Corporate Plan 2006-09 stating the Council's Vision, Values and Strategic Objectives together with associated themes and priorities is at Appendix 1.
- Your project meets the needs and priorities of the community.
- The community itself is committed to and is involved in the project.
- There is a significant element of self-help and that the project can attract other grants.
- You need to demonstrate that you can support the running of the project.
- The project is realistic.
- The project provides value for money.

Additionally, the criteria used in assessing your application will include:

- The management and finance of the organisation.
- Project planning and staffing.
- An analysis of need and impact.
- Commitment to equal opportunities within the project.
- Monitoring and evaluation proposals.
- The value of the applicant's contributions and that of other funding partners, including non-cash contributions, self help, business sponsorship, gifts in kind etc.

- A Business Plan for large projects.
- The available balance of the organisation.
- Risk analysis
- The extent to which an organisation serves an area outside the District and the extent to which, if any, the organisation receives grants from other sources.

N.B. Each application for funding shall be considered on its merits and judged on the information provided. The mechanism for assessing projects is attached to these Guidance Notes as Appendix 2.

5.0 Who Can Apply?

Any community organisation or partnership based or operating in South Derbyshire, providing they are operating on a not for profit basis and have:

- A constitution or set of rules defining its aims, objectives and operational procedures.
- A bank or building society account with at least two joint signatures.
- Recently approved and signed accounts or for newly formed organisations, a Business Plan incorporating at least a twelve month financial forecast.

N.B. Individual applications and applications from commercial organisations are not accepted. Similarly the scheme will not fund political or religious activities, equipment already purchased or work already started.

6.0 How to Apply?

- Simply phone Ian Hey on 01283 228741 for a preliminary discussion. Following this, an application pack will be sent to you within a few days.

7.0 When to Apply

- Applications can be made at any time and will be considered at three or more evenly spaced intervals that tie in with the Councils committee cycle and ensure as fair and even distribution of resources as possible. It is likely that the Assessment Panel will meet around June, September and January. However, please check with the Community Partnership Officer for precise details of deadlines and timetables as it is likely that the cut-off will be one month before the panel.
- It is important to note that the grant must be awarded by March 31st 2008 when the present scheme comes to an end.
- Unsuccessful applicants may be eligible to resubmit updated applications to future rounds of the scheme.

8.0 What Happens Next?

- Once your application has been submitted you will receive written acknowledgement and a projected date for when a decision will be made. The length of time taken to process an application will depend upon at what point in that the grant giving cycle the application is received. During this time you can progress your application with other grant funding organisations.
- Upon receipt of your application form an initial assessment will be undertaken of the projects eligibility for funding. This will be based upon the criteria outlined in Sections 2.0, 3.0 and 4.0.
- Following this initial assessment, a formal assessment will be undertaken by a panel consisting of Community Partnership Officer and five Councillors. This panel will score all the applications received by this point against the set for this scheme. The panel will then make recommendations for support based on a number of factors, first and foremost the scores attained through the assessment process but also judgements about the level of funds available, anticipated future demand and whether projects are time critical.
- The recommendations then form the basis of a report, which goes before Councillors at the Housing and Community Services Committee.

This committee then makes the final decision about awards from the scheme.

- Letters are then sent to all applicants. If successful the letter will contain details about any conditions attached to the grant. If unsuccessful the letter will offer a brief explanation of the reason for rejection and an opportunity to discuss the decision further.

9.0 Conditions of the Grant

The District Council will provide a grant under the following conditions:

1. The grant will be valid for a period of 12 months from the date of award. After this period applicants will need to re-apply unless otherwise agreed.
2. Grant approvals shall be based upon the submitted project and the commitment of the other partners. Any subsequent changes in the details of the project and its finances will lead to a review of the assistance offered by the District Council.
3. Cash grant payments will be released upon receipt of invoices or independently certified completion reports, with the flexibility of staged or lump sum payments.
4. Payments will be made by cheque in the name of the organisation's bank or specific project account.
5. An agreed review and monitoring process will be put in place to ensure that the aims and objectives of the project are met. Some projects may also have additional conditions applied to them, the extent of which will be agreed at an early stage.
6. **Acknowledgement:** the support of South Derbyshire District Council should be acknowledged on any literature specific to the project, in press articles or at the premises. The District Council can provide copies of logos. If desired the District Council' Public Relations Officer will be able to offer assistance with publicity.

7. A grant will only be approved in advance of the scheme being carried out.
8. Your organisation must agree to allow the District Council's officers to inspect your records at any time, including your book of accounts.
9. It is a condition of any grant towards the purchase (or development) of recreational facilities, Village Halls, Community Centres etc that in the event of the land or buildings purchased (or developed) for such purpose ceasing to be so used, or sold, or appropriated for another purpose then the District Council would reserve the right to claim a share of the proceeds or value as appropriate, based on the proportion of the District Council grant to the value of the land or building, subject to the overriding supervision of the Charity Commission where applicable.
10. If the application is made by an organisation registered for VAT purposes, grant will be paid only on amounts after deduction of VAT, and net amounts should therefore be shown on applications and claims.

10.0 How you can help

To enable us to process your application as quickly as possible we need your co-operation and it would be helpful if you could bear the following in mind. Please complete the application form fully providing all relevant information. This will prevent any unnecessary delay in assessing your grant request. Don't forget to provide us with a daytime telephone number, this will help us to resolve any queries as speedily as possible. Please keep in touch with us. If there are any changes in circumstances that may affect your application it is essential that you let us know as soon as possible.

10.0 Further Information

If you wish to discuss any aspect of the information contained in these guidelines, or a potential project, then please contact Malcolm Roseburgh on 01283 595774 or Ian Hey on 01283 228741 or email malcolm.roseburgh@south-derbys.gov.uk or ian.hey@south-derbys.gov.uk