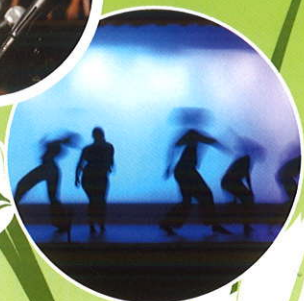


Grants for Sports, Arts, Leisure and Community Groups



Epping Forest District Council

www.eppingforestdc.gov.uk



GRANT AID SCHEME – USEFUL INFORMATION TO ASSIST IN COMPLETING THE APPLICATION FORM. PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM.

INTRODUCTION:

Epping Forest District Council awards grants to organisations involved in providing community work, cultural and/or sport activities. The organisations eligible for financial assistance include the following:

- local voluntary and community groups
- sports clubs
- arts and culture groups
- trusts
- friendly societies
- social enterprises
- community interest groups

by providing financial assistance to enable them to deliver successful services within the Epping Forest district.

An amount of money is set aside each year and priority is given to those groups delivering Council objectives and targets (a separate sheet indicating these is attached). Key priority areas encompass the following:

- Children and Young People
- Safer Communities, Domestic Violence
- Environmental Projects – protection of local heritage and improvement of local environment
- Elderly, disadvantaged and/or disabled
- Improving quality of life; healthy and active lifestyle
- Encouraging residents to participate in sports, leisure and cultural activities
- Community activities; use of local facilities
- Supporting community development and involvement

WHO CAN APPLY?

Applications will be accepted from organisations that:

- operate on a charitable or non-profit making basis;
- are based or active in Epping Forest District;
- demonstrate true local independence;
- offer services and facilities to all eligible local residents;
- have no unfair restrictions on membership/participation;
- are able to show a clear need for financial support
- have a bank or building account under the name of the applicant organisation.



WHAT YOU CAN APPLY FOR?

Major Grants, to a maximum of £5,000, are available for one-off new projects, initiatives or further development of an existing scheme. Applicants can apply for up to 50% of the total project costs and for new projects or activities. The application cannot be made retrospectively. The funding can be used towards – new buildings, building repairs and improvements; equipment and vehicles; specialist items; publicity costs; facility or venue hire; hiring of specialist services for a short period or for coaching, tutors' and demonstrators' fees.

An application for funding towards ongoing revenue costs will only be considered where the nature/type of group is such that, it might not readily lend itself to the development of new projects (a counselling service, for example). In the majority of cases, receipts for the costs incurred, which relate to the funding applied for, must be produced before the funding is released. In instances when receipts would not be produced (eg an approval for grant towards revenue costs) groups will be required to produce other suitable documentary evidence.

If you are in doubt about what to apply for, please ask. When applying for a 'one-off' grant your project must make it possible to increase the numbers of people using, participating or benefiting from the activity; help people already participating, improve their level of skill or help the group to apply for extra funds from other funding organisations.

THREE YEAR REVENUE GRANTS

Some groups may be suitable for receiving a three year revenue grant. Such groups must have received at least one previous 'one-off' grant totalling £1,000 or more; be the main or an important provider of the service within the district; be able to sign a formal 3 year agreement with the Council; and be already working with the Council as partners (or developing a partnership with us) and ideally having done so for a number of years. When we receive an application, for a major grant, from a group which might be considered suitable for a three year grant in future, we will discuss this possibility and the process with the group concerned.



FACTORS TAKEN INTO ACCOUNT:

This list shows some of the things we look at before deciding whether we can give you a grant. The application is assessed on a scorecard basis and a copy of the scorecard showing the full range of factors is enclosed with this form.

- How much you charge (subscription and fees) compared with the benefits you offer
- The quality of your service
- The amount of money you already have and how you plan to use this
- Any other financial commitments you have
- How good you are at fund-raising
- How well you publicise your work
- Submission of applications to other funding bodies (e.g. National Lottery Board) in appropriate cases and your chances of being given grants by those other bodies
- Your premises – whether you own the freehold, or the length of lease if you rent the premises
- If you have planning permission and building regulation agreement (where these are needed)
- If you let other groups use your premises
- Whether you have a Development Business Plan for your group or activity
- When applications seem more orientated towards areas falling within the responsibility of other statutory agencies (e.g. health, social services, education) there should be a clear demonstration they meet the Council's priority areas and target groups. Such applications are more likely to receive a favourable consideration if some form of support is given by the relevant statutory agency
- Number/Percentage of Volunteers.

Where an organisation has significant levels of reserves we may ask for an explanation as to what those reserves have been set aside for.

GRANT CONDITIONS:

On receipt of funding you will be required to display a notice indicating that the organisation was funded by Epping Forest District Council. If you have an official launch of your project we will expect to receive an invitation addressed to the appropriate Council officials. We will expect you to keep the District Council informed of the progress and achievements of the initiative for up to 2 years after receipt of the grant. We may ask you to participate in any appropriate Council event. We may also visit you to look at the project after completion.



GRANT DECISION:

Your application will be considered by the Council's Portfolio Holder who has responsibility for deciding on grant applications.

Once we have received your application we will write to you acknowledging receipt of your application and requesting any information which may have been omitted from your application. The initial consideration by the Portfolio Holder is usually within six weeks of the receipt of the application. At that stage your application may be approved (subject to certain conditions in some instances), refused or deferred pending the receipt of further information. Usually deferred applications are considered in the next round of applications, again approximately six weeks later.

We will advise you of the additional information we need and, in any event, will liaise with you regarding our information requirements on an ongoing basis.

Once the decision has been made there is a 'call-in' period, of approximately two weeks, whereby Councillors have the right to 'call-in' the decision made. We will then write to confirm the decision made and, if successful, we will request invoices before payment is made. For larger projects we may need evidence that work has commenced, before releasing funding.

If we refuse a grant we will let you know why. If it is a case of reapplication we will assist where possible and, where applicable, give you information about other funding organisations that may be able to help.

At the very most, the complete process, from receipt of the application to the final decision, would normally be four months. Most applications are decided well within that time span.

HOW TO APPLY FOR A GRANT?

To apply for a Major Grant please complete the application form fully giving as much information as possible, including a separate sheet if necessary. In addition, your application **MUST** be accompanied by a copy of the most recent balance sheet and set of accounts. We will not consider your application without this information.

Once completed, the form should be submitted electronically to: grantaid@eppingforestdc.gov.uk or, by hard copy to: Policy and Research Officer, Epping Forest District Council, Civic Offices, 323, High Street, Epping, CM16 4BZ.

HOW TO FIND OUT MORE?

For further information, regarding voluntary and community grants, contact 01992 564484



APPLICATION FOR GRANT AID FUNDING

Application Ref No:

Please complete the form below identifying the correct answers where appropriate, and using additional sheets as necessary.

CONTACT DETAILS

Name of organisation: _____

Applicants Name: _____

Contact address: _____

Postcode: _____

Position in organisation: (eg Chair/Secretary/Treasurer/Fundraiser) _____

Email address: _____

Phone Number: Day: _____ Evening: _____

ABOUT YOUR ORGANISATION

Please provide the address of premises used. _____

Are these premises used by other groups? Yes No

Do you own the premises you use or Yes No

Do you pay rent and if so Yes No

How much rent and when is it due? Rent £ _____ Due on: _____

Is your organisation an unregistered voluntary/community group or registered charity? Please give number. Yes No Number: _____

What does your organisation do? _____

How long have you been in existence? _____

What are your organisation's aims and objectives? _____

What services or activities does your organisation provide? _____

Area(s) where organisation operates: _____

Is your organisation run by volunteers: Yes No If yes, how many? _____

If no please give details of your management structure: _____

How many people annually do you provide the activities for?: Members _____ audience _____

What percentage of these are Epping Forest District residents?: _____

If a percentage are residents in adjoining authorities, please state which: _____

Is your organisation a member of the Essex and/or Epping Forest District Compact: Yes No

Does your organisation provide services to a particular group of people? (eg specific interest/local group/age/gender

(Please state) _____

Does your organisation work with children or vulnerable adults? Yes No

If so what checks do you carry out? Checks carried out: _____

ABOUT YOUR PROJECT

Please describe your project: _____

Where will it take place? _____

When will it take place? Please provide details of start and finish dates: _____

What is the intended benefit or impact of your project? _____

How do you know that this project is required? _____

(What consultations, with local residents/club members, have been carried out if this is a new project?)

Please supply evidence of community/public support. _____

When is the Annual Report and Accounts produced? _____

(You will need to supply a copy of the latest Annual Report and Accounts)

Does your organisation have a written constitution/governing document/written set of rules? Yes

No

Please supply a copy.

FINANCIAL INFORMATION

What is the total cost of the project? (max of 50% of the total expenditure up to £5,000) Cost £ _____

What is the grant for? _____

What is the total cost of the activity/project/scheme? Cost £ _____

Please give details of how the costs of the project are made up _____

Please list sources of income that will assist with total costs of project: _____

Have you applied to any other funding organisation for a grant for this project? (Please give full details)

In the past 5 years what funding has been received? (This also includes any grants from Epping Forest District Council)

Is your project sustainable? How will your project continue when grant funding has ceased?

How many people will benefit and what is their age range? From _____ years to _____

Which of the Council priorities listed (on the accompanying separate sheet) will your project help to deliver?

Once this project is completed do you have any additional projects you wish to undertake which will enhance this application?

How did you find out about the Council's Grant Aid Scheme? _____

CONDITIONS

Successful applicants should acknowledge on all correspondence, advertising, and annual reports that the organisation has received funding support from EFDC

The **MOST RECENT** audited accounts, Annual Report and balance sheet must be submitted with this application. Failure to comply will result in the application not being considered.

The grant must be paid back (in full or in part) if:

- The organisation is found to be in breach of the conditions
- The project does not start within an agreed timescale or is discontinued
- The organisation closes

DECLARATION:

I apply for a grant on behalf of the organisation as detailed and I declare that:

- I have read and understood the conditions under which the grants are awarded and
- I have noted all the conditions under which the grant is made and confirm that, if successful, I and the organisation I represent, will abide by them.
- I have read the guidelines and criteria and that the information provided in this application is correct.

Your signature: _____ Date: _____

Position: _____

FOR OFFICE USE ONLY:

Approved by Portfolio Holder: _____

Date of Award: _____

Grant Awarded: _____

Conditions of Grant: _____

PLEASE RETURN YOUR APPLICATION TO:

Grants for Sports, Arts, Leisure and Community Groups
Epping Forest District Council
Civic Offices
323 High Street
Epping
Essex CM16 4BZ



Grant Aid Application Form

Dear Applicant

Grant Aid – Completion of Application Form

Those who have completed a Grant Aid application form in the past will be aware that we have made some major changes to the form, the questions asked and the information we now require from all applicants who require funding. This is in line with other funders and our Audit requirements. In no way is it intended to make the completion of the form more difficult and time consuming. It is our continued aim to support as many local voluntary and community groups as we can with the funding we have to ensure they provided as good a service in the district as our residents require.

If however you are experiencing difficulties in knowing what information to include and in which section to place it, please feel free to discuss this with the Grants Officers named below. If we are not in the office when you call, there is an answer phone on both phones; please leave a message and we will call you back when we return to the office (if we are on leave this may be a day or so).

Alternatively you can email us at the address below and again we will respond as soon as we are able. Unless we are out of the office, most emails (and phone calls) are responded to very quickly.

Contacts:

Chris Overend – 01992 564247 – coverend@eppingforestdc.gov.uk

Nicola Wilkinson – 01992 564484 – nwilkinson@eppingforestdc.gov.uk

Many thanks

EFDC GRANT AID SCHEME FOR VOLUNTARY AND COMMUNITY GROUPS – FUNDING MATRIX – CRITERIA TAKEN INTO ACCOUNT IN SCORECARD SYSTEM

Contribution towards Relevant Council Objectives:

Improvement of local environment
Supporting young people
Promotes equal opportunities
Contributes to the alleviation of health inequalities
Helps towards maximisation of opportunities presented by 2012 Olympics
Improves access to leisure and cultural services
Protects local heritage and the Green Belt

Evidence of Need:

Local consultation/surveys carried out
Has this been requested by the community?
Local need demonstrated
Evidence of advice taken from appropriate organisations
Considerations of access issues for people with disabilities
Recent receipt of EFDC Grant Aid

Value for money:

Is funding from other sources being sought?
Has funding been allocated from other sources?
Would the District Council grant enable the group to obtain match or joint funding?
Are volunteers involved in the project?
Does the group hold significant levels of reserves without satisfactory explanation?

Impact on Community:

Has the community been involved in its design?
Will local people be made aware of the project and what it can offer?
Will the community be involved in developing or running it?
What links have been made with other organisations?
Have disadvantaged groups been considered?
Will the facility be available to the wider community?
Membership/Group Active in the District?
Has a plan been developed for continuing the project into the future?
Will the project be monitored?

NB. It is recognised that not all these criteria will apply to your own group in respect of your application. Where a criterion is not relevant to a particular application you will not be penalised in terms of the scores given for that criteria.

GRANT AID SCHEME – IMPACT ON RELEVANT COUNCIL TARGETS:

Influencing Decisions

Environment for the Third Sector

NEETS (Young people Not in Education, Employment or Training)

Support for Carers

Vulnerable people achieving independent living

Households in Temporary Accommodation

Independent living for older people

Affordable Housing

Child and adolescent mental health

Childhood obesity

Teenage pregnancy

All-age-all-cause mortality rate

Smoking reduction

Children's care assessments – initial and core

Reduction in Mental Health Issues

Educational attainment

Qualifications and skills

Access to services

Congestion

Volunteering

Engagement in Arts

Adult and Children's sport

Anti-social behaviour

Adult re-offending

Domestic Violence Reduction

Feeling Safe

Environmental cleanliness

Carbon Reduction

Adapting to climate change

Waste and recycling

Biodiversity

GRANT AID APPLICATION – CHECK LIST

In addition to completing the Grant Aid application form we also request that you include with your application, the following items **and complete the declaration**. For convenience we have listed the items below so you can check them prior to sending us the completed application form.

Additional information to support your application	Items included
Completed and signed application form	
Latest Statement of Accounts	essential
Balance Sheet/Current Bank Statement	essential
Business Plan (if applicable)	
Application supporting statement/document	desirable
Estimate of costs	essential
Plans/pictorial description of project (if applicable)	
Please give details if you are related to an Officer and/or a Councillor of Epping Forest District Council	essential

This copy to be retained by applicant

Additional information to support your application	Items included
Completed and signed application form	
Latest Statement of Accounts	essential
Balance Sheet/Current Bank Statement	essential
Business Plan (if applicable)	
Application supporting statement/document	desirable
Estimate of costs	essential
Plans/pictorial description of project (if applicable)	
Please give details if you are related to an Officer and/or a Councillor of Epping Forest District Council	essential