

Ruspidge & Soudley Parish Council

Grant Bids

Application Guidance (Rev;2018)

Conditions of a Grant.

The Grant will be paid from Public (your) Funds. Like all public bodies, the Parish Council is required to ensure that Public Funds are spent wisely and to obtain value for money. You will see below that, to comply with this requirement, applicants are required to agree to certain conditions prior to the granting of funds. These conditions are primarily about you demonstrating to the Council that the Grant is being spent wisely and as intended.

The Application Form has been drafted in a way that allows the Council to ensure this monitoring takes place. It is not our intention to impose onerous levels of reporting and control over your project. We will agree with you, in advance, a simple, unobtrusive routine report mechanism and let you get on with **YOUR** project.

COMPLETING THE APPLICATION

Applicants should first read the Grants Policy (on the R&SPC website) to confirm that their proposal complies with the conditions of the policy. **Grants will only be considered upon receipt of a completed Grant Application Form.**

It will ease completion of the form if you read these Guidance Notes fully and carefully before starting.

The form is designed to accommodate all types of application – large and small. We differentiate bids by the amount requested, and, depending on value, ask applicants to complete some, or all, of the Application Form.

Small bids – up to £250, in most cases you need NOT complete sections 11, 15, 17 20 and 21 unless you consider them relevant. However, in exceptional cases, the Parish Council may ask for some, or all of these sections to be completed.

Large bids – between £250 and £500, please complete all sections.

You should allow a minimum of 1 month between applying and receiving a decision on funding, although this may be longer for larger and more complex projects.

Once you have read the guidance, if you have any queries on how to complete the form, or if you need advice about how to position and present your project, please contact the Council Clerk – contact details;

By Email; info@clerkrspc.plus.com

By Post: Mrs. Helen Hook, Clerk to the Council,
Ruspidge and Soudley Parish Council,
Rheola House, Belle Vue Centre,
CINDERFORD, Glos. GL14 2AB

By Telephone: 01594 825343

PROJECT SUMMARY

1. Project name

Give the full name of your project.

2. Name of your organisation and web address

As well as the organisations name, if your organisation/project has a website, please provide the web address here too.

3. Name of main contact

Give the full name of the key contact for the proposed project. Any queries will be directed to this individual.

4. Position within or relationship to organisation

Give the job title of the key contact for the proposed project.

5. Applicant details

Give the address details, phone number and email for the organisation/individual applying for the project. This must be the organisation that will hold and manage the project funding.

6. Correspondence Address (if different)

Give the address where all correspondence relating to the project should be sent.

7. Type of organisation

Provide the type of organisation that best describes the status of the applicant.

8. Where will your project take place?

Please indicate in which community(s)/location your project will operate.

9. How will the proposed activity benefit the parishioners of Ruspidge & Soudley?

Please include a supporting statement explaining how the project will work to benefit the residents of the parish.

Projects must also meet the criteria listed below:

- ❖ Have clearly defined aims and objectives
- ❖ Have the involvement or support of the community, or be of wider value to the community
- ❖ Help make a real difference to the community
- ❖ Be innovative by providing new opportunities for the area or new ways of doing things that others can learn from
- ❖ Increase skills and potential within the community.
- ❖ Bring organisations and people together to cooperate in tackling problems or promoting new ideas
- ❖ Where possible, lever in other contributions from other sources including funding and 'in kind' support
- ❖ Deliver sustainable benefits that will continue beyond the life of the grant funding
- ❖ Provide good value for money in terms of economy, efficiency and effectiveness
 - Economy - careful use of resources to save expense, time or effort
 - Efficiency - delivering the same level of service for less cost, time or effort
 - Effectiveness - delivering a better service or getting a better return for the same amount of expense, time or effort
- ❖ Be a kind of activity that cannot readily get funded from other public-sector sources
- ❖ Add value to an existing project
- ❖ Be realistic, deliverable and financially viable

10. AIMS, OBJECTIVES & OUTPUTS

a) Describe your project's main aim(s)?

Please state the main aims of your project - changes that you are trying to achieve, for instance 'providing a child care facility for local residents', or 'starting a youth group'.

b) Describe your project's objective(s)?

Please state the objectives of your project – activities that you plan to carry to make sure that the project's aim(s) will be achieved, for instance 'buying equipment'; 'hiring premises'. Summarise in one paragraph what the project plans to do, in practical terms, to achieve the previously mentioned aims and how this will be done.

c) Describe anticipated output(s) of your project?

The project's outputs will be achieved through the implementation of the above objectives, for instance, 'the number of parents using the facility'; 'the number young people engaged'. The outputs are usually quantifiable.

You will have the chance to provide more in-depth information in later sections. You should concentrate here on what the money will be spent on. Try to avoid using acronyms and keep your description clear and simple. If successful, you will report quarterly on the progress toward the aims and objectives, as well as achievements of outputs – try not to have too many and do not make them too ambitious.

11. OUTCOMES AND IMPACT

a) Describe expected outcome(s) of your project?

Please state what you expect to accomplish as a result of your work. Achieving specific aims will result in outcomes. Outcomes are the short-term and intermediate changes that occur as a result of the project's activity.

b) What impact will your project have?

Please explain long-term effects that your project will have locally, and more widely. It may not be achievable during the life cycle of the project.

c) What is innovative about your project?

It is critical to this programme that new ideas and innovative technologies are used that could be of benefit to others. That does not mean that they need to be brand new and untested (although there is scope for this), but that the ideas should be up to date and suited to the current times. Please describe how your project is innovative.

12. WHAT EVIDENCE IS THERE TO SUPPORT WHAT YOU DO OR PROPOSE TO DO?

Please provide evidence to support the need for your project including statistics. The evidence you provide should support the main aim(s) of your project (refer to Q10).

Please clearly list the evidence and explain how each piece of evidence supports your project. Clearly stating the problem it is addressing. Evidence might include: local strategies, previous similar projects, a demand study, a community survey, a feasibility study that identified a new opportunity.

13. ALTERNATIVE PROVIDERS

Please give details of how your project activities will complement or be additional to those of existing local projects. When your project is appraised other suggestions may be made of complementary organisations and projects and you will be expected to link with them wherever practicable.

14. STAFFING

Please describe who will deliver the project and how they are qualified to do so.

Please specify who will be responsible for the overall management of the project (the person who will ensure it is delivered to specification, time and budget), line management, completing grant claims, retaining records, etc. If more than one person is involved, please list all of them along with the elements of the project that they are responsible for.

If you have already got staff in mind for the role(s), please include details of their relevant experience, in particular with regard to the management and use of grant funding. If you plan to advertise the post, please provide details of the job description and person specification that you will use in recruitment.

If this is a new area for the individual/organisation, please state this. If you plan to outsource the financial management of the project, please explain this here and specify who will carry out this task on your behalf.

15. CONSULTATION AND PARTNERSHIP

Name the other organisations involved in delivering or managing the project and their planned involvement. For example, other funders, partners, businesses, training providers, Steering Group members. If there is a formal partnership arrangement, please supply documentation
E.g. Terms of Reference.

Specify how those who will benefit from the project have been involved in developing the project. For example, you might have held a workshop session with them to decide the best way to tackle the problem you have identified. A good project should be designed to meet the needs of the people it is set up for and this is where you can explain how you have achieved that for your project.

Explain who else you consulted with during the development of the project – this might be other organisations doing similar work or specialists / experts who have provided advice
For example. You might also discuss your ideas with other organisations that can refer people to you for assistance. Include any feedback you received. If you are able to obtain letters of support, please supply copies of these.

16. BENEFICIARIES

Please state which members of the community will benefit from your project. Explain how they will benefit and provide the approx. number of beneficiaries that you think there will be. Additionally, please describe how you will identify/involve these beneficiaries.

17. MILESTONES

Please list all the milestones you will use in delivering the project from your project start through to project end. The month/year you expect to complete each milestone should be included. These should include start date interim dates, end dates and frequency of events. Milestones are key events in the life of the project such as “construction starts”
“Appointment of project manager” and “course complete”.

18. WHAT WILL YOUR PROJECT COST?

Please set out the costs of your project.

If you can reclaim VAT, give the figures exclusive of VAT; if not, give the figures inclusive of VAT.

Please include details of additional funding that will support your bid including fees or subscriptions, if any, to be paid by beneficiaries or participants.

Please outline all funding sources for the project, providing an annual breakdown (costs and in kind). Indicate the date funding was or will be confirmed. Please note funding is only secured once the applicant organisation is in receipt of a final approval letter from the funding body.

If your bid is likely to be of a recurring nature, please indicate and enter frequency, e.g., For Church Grass Cutting, enter - **Yes Annually**. In these cases, the Council will not require the completion of this application form each year, simply contact the Clerk, at the appropriate time, who will provide the relevant form. Note, whilst noted, future funding is NOT GUARANTEED.

Please note that consideration should be given to any application around its proportionality and value for money against the planned objectives. Projects should look to provide the maximum possible benefit for the funds requested in order to allow R&SPC to make a cost-effective decision around distribution of public funds.

19. HOW WILL THE FINANCES BE MANAGED?

Please explain how the finances will be managed by your organisation and who will be responsible.

20. HOW WILL THE PROJECT BE EVALUATED?

Please explain how you will evaluate the project and who will be responsible for the evaluation.

21. SUSTAINABILITY

a) Please explain how your project will be sustained beyond the R&SPC fund allocation.

If the project is intended to run beyond the term of the grant, please:

- Explain need for the continuity of the project
- Outline anticipated funding requirements, as well as how this is intended to be met.

b) If you do not get funding from the R&SPC, what will happen to the project?

Explain what would happen to the project without R&SPC funding. For example, the project may be delayed, operate on a smaller scale, be run by another organisation or not happen at all.

22. RISKS

What risks do you consider your project may face that might prevent it being successfully delivered? What can you do to minimise this risk? You must state what you will do to manage each risk: steps should be taken to reduce either the likelihood or the severity of the risk. In some cases, insurance could be taken out to offset the risk. The severity and likelihood should each be classified as low, medium or high.

Areas of risk might include some or all of the following:

- Management – for example, resignation or sickness of key personnel
- Technology – for example, reliability, delivery of new equipment
- Strategic - risks from being in a particular industry, for example, weather on a building project
- Operational – project specific risks relating to its operation
- Financial - risks in relation to resourcing and cash flow
- Compliance - risks in relation to laws and regulations, such as Health and Safety
- Innovation – please refer to your answer for question 11.c to identify risks with creating a new product or testing an innovative idea
- Environmental

These contingency plans should be monitored regularly.

23. FINANCIAL DETAILS

Complete this section only if funds are to be sent via Bank Transfer. Please complete this information accurately. If your application is successful it will allow us to pay your grant more quickly.

DECLARATION

Please email your completed application form to the Clerk of R&SPC – address above.

On receipt it will be checked and returned to you if further information or development is needed.

Your project will then be appraised, and you may be contacted for additional information/clarification. In some cases, applicants may be invited to attend a Parish Council meeting to discuss their request. The appraisal assessment will then be considered by the full R&SPC and you will be advised of the outcome.

24. MONITORING PROGRESS AND EVALUATION

Please do NOT complete this section yet. Should your bid be successful the application form will be returned to you with any changes and additions completed in this section by R&SPC. Prior to transfer of funding you will be requested to sign the table at the end of the section 24 and return it.

*** The Parish Council's decision is FINAL***

Approved 9th October 2016

Revised 15th February 2018