

ELIGIBILITY CRITERIA AND GUIDANCE

1. Eligibility Criteria

Who can apply?

- Voluntary groups, not-for-profit organisations, incorporated clubs / societies, Parish or Town Councils and Schools
- Borough Councillors (where there is no external sponsoring organisation).

What can I apply for?

- Maximum grant is **£1,000**.
- In exceptional circumstances, where an application demonstrates significant benefit to two or more wards, a grant of up to £2,000 may be considered. **Please speak to your Community Engagement Officer before applying.**
- Grant is limited to **two-thirds of the cost of the project or activity**.

What conditions must be satisfied?

- Applicants must be non-political, follow an open membership policy and have a membership / client base of at least 10 members to show that they are representing a fair proportion of the community.
- All applications must support the Council's key corporate priority – Contribute and be part of a strong community.
- Work being funded must be for the benefit of the Test Valley ward in which the project is based and all or some of its residents.
- Only one grant will be made from this Grant Scheme for a particular project in any financial year.
- A grant will not be awarded from this Scheme if funding has already been given for the item or project from any other Council one-off grant scheme.
- Any activity which may be construed as radicalising or encouraging people into terrorism. Should any allegation be received, or if the Council has reason to suspect non-compliance, the Council will investigate and may decide to cancel, modify or withdraw any offer or grant made to ensure compliance with the Counter-Terrorism and Security Act 2015.

What information must be provided?

- A copy of the organisation's constitution OR Memorandum and Articles of Association;
- A copy of the organisation's latest audited / independently checked accounts or, if you are a new group, a projected budget for the first year together with a bank statement; and
- Details of any relevant activities, events and public performances scheduled for this year.
- A fully completed, signed and dated application form.

2. Guidance for Applicants

What will increase my chances of success?

- Secure the support of all Councillors for your Ward. This will increase the likelihood of your application being successful and will speed up the decision-making process.
- Submit your application sufficiently in advance of the event/activity for which you are seeking funding. This should allow reasonable time for your application to be processed and approved.
- Clear evidence of the need / demand for the project or activity, through:
 - Reference to local information, such as the ward profile, and/or:
 - Exercises such as seeking the views of local people through consultation have taken place and priorities/plans have been agreed with the community.
- Working in partnership with others to avoid duplication and maximise impact.

Completing the application form

1. Name of organisation

State the full name of the applicant organisation, as featured on the governing document or constitution. Do not use a nickname or project name. In the event of a grant being awarded, this is the name that would appear on the cheque. If you do not have a bank account in this name you should contact the Community Engagement Officer for your area to discuss before submitting an application – details are on the front of the application form.

2. Type of organisation

Please tick one box to indicate the type of organisation that is applying. Add the registered charity number if applicable.

3. Name of main contact

This should be the person who we will contact in the event of any queries regarding the application. It could be the person responsible for the project or the person who has completed the application form (if different).

4. Position in organisation

State the official job title or position on trustee board. Alternatively, state if this is a volunteer.

5. Address and postcode for correspondence

The address at which you would like to be contacted. This can be the organisation's base or a personal address of the individual who is the main contact.

6. Daytime telephone number

The number on which you would like to be contacted. This can be the organisation's base or a personal/work number of the individual who is the main contact.

7. Email address

The email address at which you would like to be contacted. This can be via the organisation or a personal/work email for the individual who is the main contact.

8. When was your organisation set up?

Indicate the month and year the organisation/group was first established. This should not be the date on which a particular project was established, but the parent organisation.

9. Describe the purpose of your organisation

This should reflect the formal purpose as set out in your governing document. It might include details of the aims of the organisation/group, who benefits and how.

10. Where does the organisation meet?

If the organisation owns or uses a number of venues then you should indicate the one(s) where the activity or project for which you are seeking funding takes place.

11. How frequently does the organisation meet?

How often do activities take place? Indicate whether the group operates on a daily, weekly, fortnightly or monthly basis.

12. What proportion of your members/users/clients are...

Please make your response as accurate as possible. If you do not have exact figures please provide your best estimate and add 'EST' to indicate this is the case.

13. Please give a clear explanation of what you want the funding for

This is the opportunity to 'sell' your project to us. Describe what it is you will do and how you will do it. Include details of when and where the project will take place and who will be involved in its delivery – both paid staff and/or volunteers. Also advise how much the project will cost in total. **Limit your answer to a maximum of 150 words**, but if they cannot be made to fit the box on the form then feel free to include an additional sheet.

14. What benefits will your project offer to the local community?

Who will benefit from your project? Include numbers and describe whether it is specific groups of people – by age, geography or interest. Explain how those people will benefit – what difference will the project make and what would be the impact if it didn't happen? Focus your answer on the benefits to people in the specific ward to which you are applying.

15. If there are other wards within Test Valley that will benefit from your project, identify them here

List any additional wards in which you believe there will be **significant** benefit felt as a result of your project. You should **discuss your application with the Community Engagement Officer for your area before completing this section** – see the front page of the application form for details.

16. What is the amount you are requesting from the Council?

Only ask for what you actually require, to a maximum of £1,000. The maximum you can request is two-thirds of the cost of your project as detailed in your answer to Q17. If you are unsure how to proceed, please contact the Community Engagement Officer for your area to discuss further – details are on the front of the application form.

17. How will the rest of the project cost be met?

Please detail who else you expect to contribute towards the cost of the project. This might be via other grants, sponsorship, local fund raising by the group or from the groups financial reserves. The totals identified in the answers to Q18 and Q19 should equal the total project cost identified in the answer to Q17.

18. Supporting information

The requested information **must** be provided in all instances, as without this your application will not be considered. Please bear in mind that:

- If you have provided a copy of your current constitution as part of a previous grant application, you will not be required to provide it again. Please mark on the form if you believe it has already been provided.
- Parish or Town Councils and Schools are not required to provide a constitution.
- If your group has existed for up to a year and has not yet produced a set of annual financial accounts then you should instead provide a copy of your most recent bank account statement for each account.
- If your group has existed for more than a year then you should have a set of annual financial accounts and these **must** be provided or else your application will not be considered. These should be in line with Charity Commission guidance as set out at <https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-cc15b/charity-reporting-and-accounting-the-essentials>.

19. Declaration/Signature of applicant

The form should be signed by someone who is authorised to sign on behalf of the organisation. Before signing, please read the declaration and note how the information provided on the form will be used.

20. Endorsement of Borough Councillor

Before the application is submitted to the Community Engagement Officer, one of more of the chosen Ward Councillors **must** sign the application form. You should speak to your Ward Councillor(s) to inform them of the project that you are proposing and to seek their endorsement for your application. Once a Ward Councillor has signed your form it can be submitted either by you or by them.