

SURREY HEATH BOROUGH COUNCIL

2006

**COMMUNITY FUND (LARGE) GRANT SCHEME FOR
GRANTS UP TO £25,000**

About the Scheme

The Council wants to help those local groups and organisations which provide community benefits and has created a “Community Fund” for one-off grants towards local community projects. No specific purposes have been set for the fund provided the community at large, or a section of it, benefit. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.

Grants are available for up to 50% of the project cost, with a maximum grant of £25,000. Grants are not available towards ongoing running costs or day to day repairs and maintenance. No retrospective applications will be considered.

In assessing the grant, the Council will have regard to the amount of funding being raised/sought from other sources, and particular a need to demonstrate a wider public benefit to the Community over time with regard to the following:

- The existing funds/fundraising ability of the applicant:
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance.
- The extend of support for the project in the local community, including the support by the appropriate Non-Executive Ward Councillor to the extent in which the project recognises diverse needs and social inclusion.

Applications must be from properly constituted bodies/organisations (not for profit groups) and must be endorsed by a Surrey Heath Borough Councillor.

Applications will be determined quarterly by the Council’s Executive.

How to apply?

Once you have considered how your organisation’s project fits in with the current grant criteria and you have collected all the relevant information required, you are ready to complete an application form and gain endorsement from a Councillor.

In addition to completing the application form, you must also submit:

- Two written estimates/quotations from contractors/suppliers for the work to be carried out/items to be purchased, etc.
- A copy of your organisation’s constitution.
- Copies of your organisation’s audited accounts for the last two years.

- Copies of statements of current or investment account balances (as at the date of your application).
- Proof of tenure for works to buildings.
- Any architect's plans or sketches and, in due course, details of planning or building regulations consents.

What happens next?

The completed application form, endorsed by a Non-Executive Councillor, must be returned to the Community Development Officer together with all supporting documents and information.

The Community Development Officer will acknowledge receipt of your application. Thereafter, please ensure that all correspondence includes your reference number. As the application needs to be given careful consideration by others before being referred to the Executive, the process may take several weeks. Following the Executive's decision you will be advised of the outcome and, if you have been successful, conditions attaching to the payment of the grant.

Payment of the grant will be made in arrears, possibly in stages, on receipt of copy invoices, receipts, etc and subject to the grant conditions having been met.

Except where alternative arrangements are agreed in advance, all grant aided schemes should commence within a year from approval and be completed within two years of approval.

All organisations in receipt of a grant will also be required to submit audited accounts for the year in which the grant was given.

It will be a condition of grant that an appropriate acknowledgement is made of the assistance received from the Community Fund. This may take the form of the erection of a plaque at premises that have benefited from works funded through the scheme

For further information and help contact Jayne Boitoult on 01276 707464 or e-mail jayne.boitoult@surreyheath.gov.uk.

Completed application forms should be sent to the Community Development Officer, Surrey Heath Borough Council, Knoll Road, Camberley, Surrey GU15 3HD

**COMPLETED APPLICATIONS MUST BE RETURNED TO:
COMMUNITY DEVELOPMENT OFFICER
POLICY & STRATEGY
SURREY HEATH BOROUGH COUNCIL
SURREY HEATH HOUSE
KNOLL ROAD
CAMBERLEY
SURREY GU15 3HD**

**OFFICE USE ONLY
APPLICATION NO:**

APPLICATION FOR A COMMUNITY FUND GRANT

1. DETAILS

1.1 Organisation Name:

1.2 Principal Contact Name:

1.3 Contact Address (for correspondence related to the application):

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Post Code:

Daytime telephone no:

Fax No (if applicable):

- 1.4 Organisation Type (please tick):
- Formally constituted Club/Association/Trust
 - Other public sector body
 - School/college
 - Other

- 1.5 How many members are in your organisation?
- up to 25 26-50 51-75
 76-100 101+

1.6 How long has the organisation existed?

1.7 Are you a registered charity?

(If yes, please state the charity number)

1.8 Are you VAT registered?

(If yes, please state VAT number)

1.9 Are you affiliated to a national organisation?

(If yes, please specify)

2.9 Over what period will your organisation benefit from the completion of the project?

up to 12 months 1 to 2 years 2 to 3 years over 3 years

3. PROJECT SITE

3.1 Where is the location of the project activities?

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3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)

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3.4 Permission may be required under building regulations and the planning acts. (Please give details of the authorisation obtained.)

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Note: Where permission was required and not obtained, the grant will be repaid in full to the Council.

Approval of the grant does not signify approval under any other council requirements.

4. PROJECT COSTS

4.1 How much grant are you applying for?

4.2 What do you anticipate the total project cost to be?

COST

ITEM

4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc).

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4.4 What will your organisation contribute to the project?

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4.5 Have you applied for funding from any other source? (Please give details of the application, whether successful or not.)

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4.6 What additional fund-raising have you undertaken?

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4.7 Do your present funds contain any provision for future commitments?

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4.8 Please provide details of any other regular or known revenue payments to your organisation?

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4.8 How much additional income will be generated on completion of the project?

4.9 If your application is unsuccessful, either by a reduced grant or a "nil" award, how will you fund the project?

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5. OTHER RELEVANT INFORMATION

5.1 What age groups will you cater for? >5 6-10 13-16 17-25
 26-40 41-60 60+

5.2 Provision for use by which sex? Female Male Both sexes

5.3 Does your organisation serve specific groups? (Please tick)

- Ethnic minority groups
- Religious groups
- Disabled groups
- Unemployed groups
- Single parent family groups
- Other (please specify)

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5.4 How will the community benefit from the completion of the project?.....

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5.5 How will you measure the success of the project?

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5.6 How did you become aware of this fund?

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DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisation's audited accounts for the last two years
- Copies of statements of current or investment account balances (as at date of application)
- Proof of tenure
- Copies of building regulations or planning permission
- Any architects plans or sketches
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken

6. DECLARATION

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: Position:

Print Name: Date:

