



COMMUNITY GRANTS GUIDANCE NOTES

Before, and whilst completing your application form, please read and refer to these guidance notes carefully.

If having read them, you are still unsure how about how to answer any of the questions, please contact communities@southsomerset.gov.uk or SSDC on 01935 462462 for further advice and guidance.

Who do we fund?

- Community, voluntary and charitable organisations.
- Not-for-profit groups with a signed set of group rules.
- Parish or Town Councils.
- Other organisations e.g. churches and schools (including Academies) provided wider community benefits can be shown.

What do we fund?

- Up to 50% of the application costs
- Requests between £101 and £12,500 can be considered under this scheme.

We encourage applications that meet a clearly identified need at a local level in the following areas:

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| • Arts | • Play and play areas |
| • Community transport | • Sports, recreation and physical activity |
| • Education, skills and employment | • Youth initiatives and facilities |
| • Crime and disorder reduction | • Group development |
| • Community activities and initiatives | • Social and community advice and support |
| • Community buildings, facilities and equipment | • Wildlife and countryside initiatives |
| | • Climate change initiatives |

Please note we are unable to fund:

- Projects where the work has already started (retrospective funding)
- Organisations which have more than one year's running costs held in uncommitted reserves
- Organisations generating funds for private profit

Things you should consider before applying

South Somerset District Council invites applications that

- Have clear long term benefits
- Benefit the people of South Somerset
- Prove that SSDC support is essential
- Increase the involvement of people in local activities
- Show they fit in with other services in South Somerset
- Show they fit with SSDC's Council Plan and Environment Strategy - these can be found on our website. <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/council-plan/> and <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/environment-strategy/>
- Come from organisations based locally to South Somerset
- Provide clear evidence of the need for the project
- Have applied for or secured funding from other sources e.g. Town or Parish Council, fundraising, Lottery. If a Town or Parish contribution has not been secured then this may stop your application from being awarded.
- Require short term funding only. Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless you have a Service Level Agreement with SSDC)

Please remember

- Successful applicants will need to produce feedback (with photos if appropriate) that provides evidence of how the award was spent and the level of success achieved.
- Organisations must have a constitution or signed set of group rules, as well as a bank account in the name of the organisation.
- Your group may be asked to complete a development plan as part of your application process. We will discuss this with you.
- All grants offered will be subject to conditions. We will discuss these with you and these will be clearly set out in the offer letter.
- Organisations occupying SSDC owned property will be assessed and treated in the same way as any other organisation.

Award Process

Grants are only offered after a careful assessment. Applications requesting more than £1,000 funding are allocated to a Locality Officer who will discuss the project with you and inform your Ward Member(s). A report is then taken to the relevant Area Committee's for decision, please note due to Committee deadlines you should allow a **minimum of 3 months** from receipt of the application to Committee stage, sometimes this could be longer. Commencement of works cannot start before the grant has been awarded. Our Case Officer Team in conjunction with the Ward Member(s) award applications between £101 to £1,000. Once a grant is awarded the applicant will received an award letter which will need to be signed and returned. The project should commence within six months from receipt of the award letter.

Application stages

- Applicant completes and submits application form. All necessary information is required with the submission before the application can progress.
- Grant application verification and assessed if under £1,000 by Case Officers and Ward Member(s).
- Applications over £1,000 are passed to Locality Officer for assessment and contact established with the applicant
- Applications over £1,000 are considered by Area Committee
- Community Grant offer made to applicant if approved and acceptance returned.
- Project completed and applicant submits relevant documentation with a request for grant payment. Applicant provides monitoring evidence on how the project has performed.

Loans

In some circumstances, the District Council may decide to offer a loan, a loss guarantee or a combination of both. To discuss this option please contact staff at your relevant office.

VAT and Gifts in Kind

In some circumstances, SSDC may be able to recover VAT on equipment or services on behalf of a community group, if the HMRC rules for Gift in Kind are met. To discuss this option please contact Communities@southsomerset.gov.uk.

Reference Notes

If you find you do not have sufficient space to answer any of the questions, please continue onto a separate sheet clearly marking the question that is being answered.

1. If you are a Voluntary Organisation, Community Group or Social Enterprise please indicate the legal structure of your group/organisation. This will either be in the form of an Unincorporated or Incorporated organisation.

Unincorporated organisations are essentially a collection of individuals working together, such as an unincorporated organisation or charitable trust. Types of unincorporated organisations include:

- Community Association
- Charitable Trust
- Friendly Societies

Incorporated organisations are those that exist as a separate legal entity from the individuals belonging to it. Types of incorporated organisations include:

- Company Limited by Guarantee
- Community Benefit Society (formerly Industrial and Provident Societies)
- Cooperative Society

- Community Interest Company
- Charitable Incorporated Organisation

If you are an incorporated organisation can you please supply us with the applicable registration number (eg Company number if a Company Ltd by Guarantee registered with Companies House).

We also need to know if you are a registered charity and if so what your charity registration number is.

2. Examples of recent achievements might include events you have run, increased membership, awards, new initiatives or projects or increased publicity. Benefits may have been to the wider community or just group members.
3. Business Rates, or National Non Domestic Rates (NNDR) are collected from businesses by the Council on behalf of central government. They apply to all occupied and some unoccupied business premises. Many charitable organisations are entitled to a discount on their Business Rates (known as rate relief). Further information can be found at <http://www.southsomerset.gov.uk/business-and-regeneration/your-business/business-rates>, or contact your Case or Locality Officer for advice.
4. Please provide any evidence that proves there is a local need for your project. For example:
 - Have you undertaken any research?
 - How does your project fit in with other services in South Somerset?
 - Do you have any evidence through results of pilot work, a Parish Plan, community survey, community meetings?
 - You may find data in the census, index of multiple deprivation or other published statistics.
 - You may have support from your national governing body, local clubs and organisations, user groups, your Parish or Town Council or a local strategy.

Please provide details of where or how your project links into our Council Plan
<https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/council-plan/>

Please provide details of where or how your project links into our Environment Strategy.
<https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/environment-strategy/> Examples to help with your application could be use of local builders, use sustainable products, energy saving and environmental educational initiatives etc.

5. Please note SSDC is unable to fund projects where expenditure has already taken place (retrospective funding). Please specify approximate dates where possible.
6. How will your project generate income in the future to meet any on-going costs? If your application is for a building, equipment or facility, please show how you will fund future maintenance and replacement costs (a “sinking fund”). Routine maintenance and replacement of equipment is not normally eligible for grant aid.

7. List all your projected costs. If you have a separate budget sheet, please attach instead. If you are able to claim back VAT, then the projected costs quoted should be the net amount. Please note SSDC grants will normally only be payable upon receipt of invoices or receipts which provide evidence of the costs of your project/purchase. If this is likely to be a problem for your group, please discuss this with your Case or Locality Officer.

If a contractor or supplier is being used, please include in your application three estimates if you are applying for over £1,000 and confirm that they all relate to the same specification. One quote is required for applications for £101 - £1,000. Please note that SSDC will only provide grant aid to play area refurbishments that use one of the companies on its standard list of approved contractors. Please indicate your preferred choice of contractor or supplier and the reasons for this preference.

A satisfactory inspection by SSDC must be passed before any grant is paid and for larger projects payments may be released in stages based on invoices and satisfactory inspections.

8. Include all the sources of funding for this project, including any gifts or donations in kind and any grants secured or applied for. It is expected that your application includes contributions from other sources (e.g. Parish or Town Council, Lottery, your own funds or local) fundraising and applications to those bodies should have been made before applying to SSDC.

Please note that SSDC will only fund projects where a contribution is being made by the Parish or Town Council unless there are very exceptional circumstances. This contribution should be proportionate to the size of the parish and should be at least 10% of the total project costs.

9. SSDC can contribute up to 50% of your total project costs. Awards of between £101 and £12,500 can be granted under this scheme.

Projects involving Buildings, Land and Equipment

10. Please tell us about the ownership or lease arrangements of your property or land. Community grants can be awarded to leased facilities on the following basis:
Minimum 10 year lease for grants under £5000
Minimum 15 year lease for grants over £5000
Please include proof of ownership or evidence of lease with your application.
11. For some projects you may need planning permission. Please contact SSDC Planning Service for advice, or speak to the Case or Locality Officer.
12. For some projects you may need Building Regulations. Please contact SSDC Building Control for advice, or speak to the Case or Locality Officer. If you receive a grant from SSDC you will normally be expected to use the SSDC Building Control service if applicable.
13. Access Reviews will identify any works required to improve disabled access. If you receive a grant from SSDC we would normally expect your facility or equipment to be made accessible with reasonable adjustments. SSDC is able to help with this so please discuss at an early

stage.

Where to send your form

Please email your form to communities@southsomerset.gov.uk or post to South Somerset District Council, PO Box 5421, Yeovil, BA20 9GU. For further queries please contact the District Council via www.southsomerset.gov.uk or 01935 462462.

Don't forget to enclose the information required on the checklist at the back of the application form, or any other information which could support your application.

Please retain a copy of this form for your own records.

Thank you.