

## Grants to Voluntary Organisations Application Guidance

Rochford District Council operates a Voluntary Sector Grant scheme which aims to support local voluntary and community organisations. The following information provides details on how to apply for a grant and how the Council will assess your application and make decisions relating to the grant and the amount awarded.

### 1. Background

The Council has a small annual budget for grants to voluntary groups to assist in the delivery of their organisations activities. The grants are normally allocated once a year. Any organisation that has been funded in previous years that does not submit an application will not receive funding. Organisations will need to show how they contribute to one or more of the Council's Corporate Aims which are listed below:

- Making a difference to our people
- Making a difference to our community
- Making a difference to our environment
- Making a difference to our local economy

In addition, the Council will give priority to organisations that provide a local service either solely or mainly for the following priority groups:

- Older people
- People with disabilities or who are disadvantaged
- Young people

### 2. Eligibility Criteria for Applications

Applications will only be considered from groups meeting all of the following requirements:

- Groups that are non-statutory organisations.
- Groups that are formally constituted.
- Groups that operate in the not for profit sector.
- Groups that can clearly demonstrate their ability, through a grant award, to deliver benefit to the community within the grant year and to sustain their activities.
- Groups whose activities benefit residents of Rochford District.

Groups whose activities clearly contribute to or support the objectives of Rochford District Council's corporate aims.

## **What groups/activities will NOT be considered for funding?**

The following will not be considered for funding:

- Groups whose main aim is campaigning.
- Activities or projects with the main aim of promoting religion.
- Groups that have uncommitted/unrestricted funds that could be used to fund the activity.
- Activities, the full cost of which can be charged for.
- Groups that have failed to conform to the Conditions of Grant Award in previous years.

The Council will fund those organisations that it considers to be making the best use of any award in light of the above criteria. Further information may be requested in support of any application.

### **3. Award of Grant**

An application form needs to be completed for all requests for grant funding. The closing date for the receipt of completed applications is posted on the Council website. Grant applications are initially sifted by officers with a final decision taken by an advisory group of elected Members.

All grants are awarded subject to the following conditions:

- The Council reserves the right to monitor and evaluate the performance of any recipient has been used for the agreed stated purpose and to assess the associated community benefit.
- The organisation will observe all relevant statutory obligations including those relating to staff, health and safety and the need to get any permissions, consents and licences required.
- The organisation will ensure that adequate insurance is in place to cover any liabilities that may arise. A copy of such insurance should be provided to the Council on request.
- The organisation needs to inform the Council of other income and grant funding received in the application process.
- The organisation needs to inform the Council of how equality and diversity is demonstrated in service delivery.
- The Council retains the right to include information on projects and initiatives awarded grant funding on the Rochford District Council website.

- Applications from organisations who work with children and young people and vulnerable adults will be required to produce details of their protection procedures and policy on request.
- The Council reserves the right to apply additional conditions to the awarding of a grant, depending on the nature of the application.

The Council will inform all applicants as soon as possible after an application has been formally considered. Applicants will be advised whether or not their application has been successful and the level of the grant awarded. The decision of the Council is final.