

Community Grants

Including
Councillors' Community Grants
& Large Community Grants



Information Guide
& Guidance Document



East Lindsey District Council's Community Grants are available to support a range of projects to benefit the people in East Lindsey. This guide provides full details on the 2 different types of Community Grants available, Councillors' Community Grants and Large Community Grants. It provides details of what the Council can fund, who is eligible to apply, any restrictions and what you need to provide with your application form.

It is important that all applicants read this guide as it provides additional information that is not contained within the 2 application forms. All applications must be made on an appropriate application form and a variety of supporting documentation is required. It is important that each question is fully answered on the application form as each application is assessed using a standard process based on answers to the questions. When reading the Information Guide and completing your Application Form if you have any queries please contact the Community Grants Team on 01507 613073.

Community Grants are subject to Council budget approval, East Lindsey District Council retains the right to withdraw its grant schemes at any point.

1. Summary of the two Schemes

Councillors' Community Grants

Councillors' Community Grants are designed to be supportive, responsive and uncomplicated for organisations delivering community projects to bid into. Grants are intended to support smaller projects that are easily deliverable. The key points of the Councillors' Community Grant Scheme are detailed below:

- Grants range from £25 - £1,000
- Annual Budget = £120,000
- 100% funding available. Match funding is not necessarily required
- The average grant awarded is £450
- Applications can be submitted at any time
- Your local District Councillor(s) will decide whether to support or decline your request for funding. See pages 8-9 for details of your Councillor.
- Multiple Councillors can contribute to your project, so potentially 5 Councillors could contribute £200 each to award a grant of £1,000
- Both 'Revenue' & 'Capital' Costs can be supported
- There is no limit on the number of Councillor Grants an organisation/group can receive – however each 'project' can only receive 1 grant
- Any formally governed 'not for profit' organisation can apply for a grant. These may include:
 - Charities
 - Constituted Community Groups
 - Parochial Church Councils
 - Social Enterprises
 - Town & Parish Councils* (Exceptions apply)
 - Schools* (Exceptions apply)
- * *Exceptions see page 7 for details*
- Less information required to be submitted
- Grants paid in advance, and usually within 2 weeks of being approved

To apply you simply submit:

1. A completed application form
2. A copy of your organisation's governing document (where applicable)

Large Community Grants

Large Community Grants are designed to provide grant funding to larger more complicated projects. The grants are distributed through 2 funding rounds each year. The key points of the Large Community Grant Scheme are detailed below:

- Grants from £1,001 to max £8,000
- Annual budget = £114,950
- 50% funding limit. Grants cannot exceed 50% of the value of total project costs
- The average grant awarded is £4,500
- Applications must be submitted before one of the 2 annual application closing deadlines:
 - Round 1 ~ 20 May 2014
 - Round 2 ~ 16 September 2014
- A Grants Panel will assess all applications and award the available funding within 8 weeks of the application closing deadline
- Both 'Revenue' & 'Capital' Costs can be supported
- An organisation can only receive 1 Community Grant each financial year, and there must be a 'break' of at least 12 months between completing your project and reapplying to the scheme
- Any formally governed 'not for profit' organisation can apply for a grant. These may include:
 - Charities
 - Constituted Community Groups
 - Parochial Church Councils
 - Social Enterprises
 - Town & Parish Councils* (Exceptions apply)
 - Schools* (Exceptions apply)
- * *Exceptions see page 7 for details*
- A range of supporting information will be required to be submitted along with an application
- Grants are ordinarily paid in arrears on submission of a evidence of expenditure incurred
- To apply you must submit all required documentation before one of the application deadlines
- Projects must satisfy an ELDC funding outcome

2. Who can and cannot apply for a Councillors' Community Grant or Large Community Grant?

To apply for an East Lindsey District Council 'Councillors' Community Grant' or 'Large Community Grant' your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (E.G Constitution, Trust Deed, Articles of Association etc). The organisation must possess a UK based bank account registered in the name of the organisation, and it must require a minimum of two unrelated persons not living at the same address to authorise withdrawals.

Examples of eligible and ineligible groups are listed in the table below:

Eligible Groups	Ineligible Groups
✓ Registered charities	✗ Informal groups
✓ Constituted Community Groups	✗ Individuals
✓ Community Amateurs Sport Club (CASC)	✗ Private businesses
✓ Social Enterprises (Community Interest Companies etc)	✗ Profit making organisations
✓ Co-operative Societies	✗ Organisations that can distribute surpluses/profits among its members
✓ Companies Limited by Guarantee	✗ Organisations with poor financial management (see page 6 for details)
✓ Parochial Church Council's	✗ Organisations with 'Significant Free reserves' (see page 6 for details)
✓ Town & Parish Councils	✗ Organisations that failed to abide by the Terms and Conditions attached to a previously awarded grant
✓ Schools	✗ Organisations with an unnecessarily selective membership policy (for example: a men's only golf club)

3. What the grants can and cannot fund

Both the Councillors' Community Grants and Large Community Grants are very open and flexible to what they could potentially fund. However the grants are funded from public money and so there are some restrictions on what the grants can and cannot be used for. Listed below are some examples of eligible and ineligible expenditure:

What we can fund

✓ Capital costs such as:

- Building improvements
- Playground equipment
- Vehicle purchases
- Recreation facilities
- IT equipment
- Sports equipment
- Disabled facilities

- Energy efficiency measures
- Repairs to safeguard buildings
- Repairs to heritage assets

✓ Revenue costs such as:

- Salaries
- Rent
- Training fees
- Professional fees such as architect fees
- Event costs
- General repairs

✓ New or existing projects, although new projects are preferred

3. What the grants can and cannot fund (contd)

What we cannot fund

- ✗ Recoverable VAT – If your organisation is VAT registered and able to reclaim VAT we cannot fund the VAT element of your project costs
- ✗ Depreciation – as this is not a 'real cash cost'
- ✗ Bank, finance or audit charges
- ✗ Repayment of loans or interest costs
- ✗ Retrospective costs – We cannot fund any expenditure that has already been incurred or you are committed to incurring before the grant is approved
- ✗ CCTV projects
- ✗ General appeals for funds
- ✗ Endowments (to provide a source of income)
- ✗ Fundraising activities
- ✗ Statutory obligations
- ✗ Ordinary activities of a statutory body
- ✗ Contingency costs
- ✗ Purchase of alcohol
- ✗ Projects that mainly benefit individuals (i.e. Equipment that is not shared)
- ✗ Land or building projects where the ownership of the land or a minimum 5 year lease is not yet in place
- ✗ Projects occurring outside East Lindsey
- ✗ Projects that do not benefit East Lindsey residents
- ✗ Projects that promote or support a particular political view
- ✗ Projects that directly promote a religious belief
- ✗ Projects that will be entirely reliant on continued grant support

4. Match funding requirements

The 2 Community Grant Schemes have different 'Match Funding' requirements.

Councillors' Community Grants

Councillors' Community Grants can fund up to 100% of project costs (not exceeding £1,000) and so match funding is not always necessary.

However, if the cost of your project exceeds the amount of grant you are requesting you will need to tell us where the remaining funding is proposed to come from. Remember that you must have all funding required to complete the project in place within 6 months of submitting your Councillors' Community Grant application.

Large Community Grants

Large Community Grants will fund up to a maximum of 50% of your project costs (not exceeding £8,000). Therefore you will need to identify how the remaining costs will be funded.

A minimum of 20% of project costs must be contributed in 'cash costs' from one source or another, but up to 30% of the project costs can be provided as 'In-kind' support. In-kind support can take the form of volunteer time contributed to the project which is valued at the following rates:

- £11 per hour for non-professional support (Non specialist volunteer works such as decorating or preparation works)
- £25 per hour for professional support (Qualified Architects, builders, electricians etc)

Calculating 'In-kind' contributions can be complicated, so if you require any support or guidance in calculating the value then please contact the Community Grants Team.

5. Other Eligibility Criteria

Significant Free Reserves

Community Grant Funds represent a valued source of project funding to a number of groups, activities or initiatives that would otherwise not have occurred without the financial support. In addition the grant schemes are consistently over-subscribed with funding requests regularly exceeding the funding available. For this reason the Community Grant funds are in part prioritised for groups in most 'financial need'.

- a) If your organisation holds more than £250,000 in 'Free Reserves' you should not apply for a Community Grant
- b) If your organisation possesses more than 12-months running costs in 'free reserves' then you may not apply for a Large Community Grant exceeding £1,000.

We do not ordinarily class as 'free reserves' amounts that are clearly 'Restricted'/'ring-fenced'/'earmarked' for use on other activities and the amount of 'own funds' that will be contributed to your project.

'Double Funding' and Repeat Funding

It may be appropriate or possible for your proposed project to apply into any one of the Council's various grant funding schemes that currently include:

- Councillors' Community Grants
- Large Community Grants
- The Rural Development Grant Scheme

However, the District Council will not award any further funding to **projects** that have already secured funding from the District Council within the same financial year as this is considered as 'double funding'. You should therefore consider which funding source is most important to your project before applying. You will be required to declare any funding received from ELDC during previous financial years on your application form.

N.B Please note that the restriction only applies to the '**project**' being funded and not the organisation/group. An organisation/group may apply for multiple grants from the Council for different projects and activities from the up to the following limits:

Councillors' Community Grants – Unlimited

Large Community Grants – Maximum 1 grant per financial year. In addition applicants must wait '12 months' following project completion before reapplying to the scheme.

Rural Development Grants – Unlimited

Organisations with 'poor financial management' or in 'poor financial health'

We are unable to award grants to organisations with 'poor financial management' or in 'poor financial health'. For the purposes of the Community Grants Scheme 'Poor financial management and/or health' is taken to include:

- An organisation that has previously or currently has a 'County Court Judgement' (CCJ) raised against them
- An 'insolvent' or 'illiquid' organisation (where there is insufficient cash available to meet current debts and liabilities)
- An organisation that is in excess of 3 months in arrears of business rates
- An organisation that is currently in breach of financial reporting requirements of their regulatory body, such as:
 - The Charity Commission
 - Companies House
 - The Local Government Association
 - The Department of Education
- Any other organisation that has failed to compile and approve annual accounts more than 12 months after the year end

5. Other Eligibility Criteria (contd)

Parish & Town Councils

We welcome applications from Town and Parish Councils but because Town and Parish Councils are unique in possessing the ability to raise funds locally through **precept funding** we will not pay for activities or services that are classified as either a:

- A **statutory obligation or duty** (e.g. Maintenance of closed cemeteries)
- A project that is deemed an **ordinary or existing activity/function** of the council.

As each Town and Parish Council has a unique set of activities and responsibilities the above restriction will be applied on a case by case basis, however the following questions may help you to identify if the project will be classified as an ongoing or ordinary activity:

1. Is the project a 'one-off' or new activity that has not previously been undertaken by the Council? Examples may include the installation of additional playground equipment or the provision of additional public seating areas. If 'yes' then the project will likely be eligible
2. Has the activity/project been undertaken within the previous 24 months? Examples may include the ongoing maintenance of unadopted verges/hedge rows, provision of grit bins for residents etc. If the answer is 'yes' then the application may be rejected.

Schools

We welcome applications from schools as we recognise that schools play an important role within their communities, however we will not pay for activities or services that:

- schools have a statutory responsibility to provide for example, curriculum based activities, or any activity taking place during curriculum time.
- Projects that mainly benefit the pupils of the school and have limited benefit to the wider community. (e.g provision of playground equipment where the equipment is not accessible outside of school hours)

We expect projects being undertaken by schools to take place/be accessible before or after school and/or in the holidays unless you can provide us with a good reason in your application why this is not possible.

Branches of larger organisations

Many charities, societies and other types of 'not for profit' organisations are **branches or subsidiaries** of much larger and wealthier regional, national or even international 'parent' organisations. An example might be a local branch of 'Oxfam'.

For the local branch to be eligible to apply to the Community Grant Scheme they must be able to satisfy the following additional criteria:

1. Possess their own local bank account, free from control of the parent organisation
2. Have a local management board/committee that is able to make operational and financial decisions independently

Organisations that are unable to meet this criteria will require their parent organisation to apply on their behalf. Please pay careful consideration to the 'Significant financial reserves' restriction detailed on page 6 if requesting for a parent organisation to apply as many larger parent organisations will not be eligible to apply.

Chief Executive Approval

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or 'intended spirit' of the schemes. In the event of there being differing interpretations or application of policy regarding a particular award, the Chief Executive's decision will be final.

Councillors & Wards


ALDRIDGE  Ward: Holton Le Clay Tel: 01507 363 787	BLACKLOCK  Ward: Holton Le Clay Tel: 01472 317 336
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Holton Le Clay Ward

BRIDGES  Ward: Tetney Tel: 01472 812 345	MOSSOP  Ward: Marshchapel Tel: 01472 388 037
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BURNETT  Ward: Binbrook Tel: 01507 604 266	D. STEPHENSON  Ward: North Thoresby Tel: 01507 609 858
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SIMPSON  Ward: Ludford Mob: 07768 243 623
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PHILLIPSON  Ward: Wragby Tel: 01673 858 421
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MARTIN  Ward: Horncastle Tel: 01507 523 387	VACANT  Ward: Horncastle	CAMPBELL-WARDMAN  Ward: Horncastle Tel: 01507 343 430
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Horncastle Ward

HARNESS  Ward: Woodhall Spa Tel: 01526 353 106 Mob: 07719 587 721	LEYLAND  Ward: Woodhall Spa Mob: 07826 527 853
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Woodhall Spa Ward

GRAY  Ward: Roughton Tel: 01526 354 932 Mob: 07946 782677


AVISON  Ward: Coningsby/Tattershall Tel: 01526 342 846	PEARS  Ward: Coningsby/Tattershall Tel: 01790 754 632
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Coningsby & Tattershall Ward


L.J. MARFLEET  Ward: Tetford email: l-j.marfleet@e-lindsey.gov.uk
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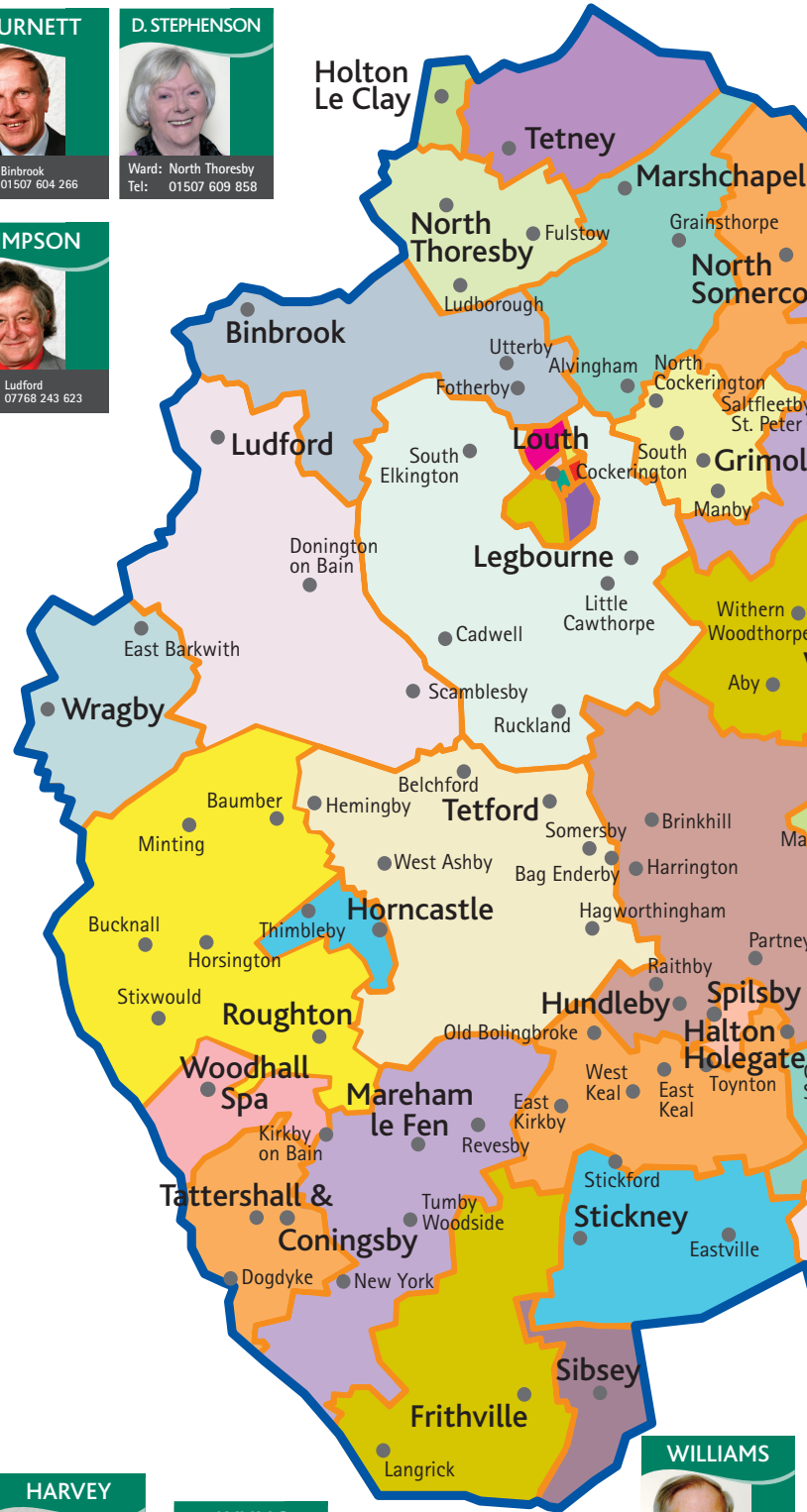
J. HARRISON  Ward: Mareham Le Fen Tel: 01205 280 336

JONES  Ward: Frithville Tel: 01205 280 200 Tel: 07577 957 392



HARVEY  Ward: Sibsey Tel: 01205 750 979 Tel: 07940 599 671
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AYLING  Ward: Stickney Mob: 07764 536 867

WILLIAMS  Ward: Spilsby Tel: 07818 402 399




MAP KEY

-  East Lindsey Boundary
-  Ward Boundaries

Please note: the colours for the wards are merely a visual aid and do not represent any specific meaning. Map NOT drawn to scale.

Information correct as of March 2014. For the most up to date information please visit www.e-lindsey.gov.uk





R.J. PALMER

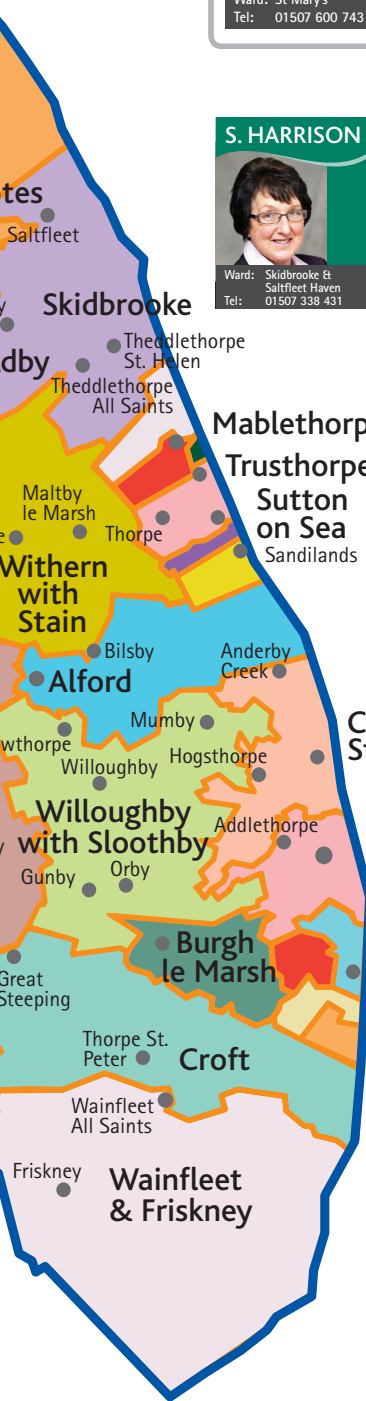


Ward: North Somercotes
Tel: 01507 358 647

<p>L. STEPHENSON</p>  <p>Ward: St. Margaret's Tel: 07957 359 982</p>	<p>STURMAN</p>  <p>Ward: North Holme Tel: 01507 606 965 Mob: 07742 565 387</p>	<p>P. WATSON</p>  <p>Ward: St. James Tel: 01507 607 815</p>	<p>DODDS</p>  <p>Ward: Priory Tel: 07845 703 542</p>
<p>MAKINSON-SANDERS</p>  <p>Ward: St Mary's Tel: 01507 600 743</p>	<p>PREEN</p>  <p>Ward: Trinity Tel: 01507 601 142</p>	<p>HORTON</p>  <p>Ward: St. Michael's Tel: 01507 606 578 Mob: 07785 246 392</p>	<p>Louth Wards</p>

Mablethorpe Wards

<p>PRINCE</p>  <p>Ward: Mablethorpe North Email: paddy.prince@e-lindsey.gov.uk</p>	<p>CULLEN</p>  <p>Ward: Mablethorpe Central Tel: 01507 472 943</p>
<p>S. WATSON</p>  <p>Ward: Trusthorpe/Mablethorpe South Tel: 01507 607 815</p>	<p>HOWARD</p>  <p>Ward: Mablethorpe East Tel: 01507 472 054 Tel: 07768 267 787</p>



S. HARRISON




Ward: Skidbrooke & Saltfleet Haven
Tel: 01507 338 431

GRIST



Ward: Legbourne
Tel: 01507 608 117

KNOWLES



Ward: Grimoldby
Tel: 01507 327 495

HOPKINS



Ward: Hundleyby
Tel: 01790 754 779

ARCHER



Ward: Ingoldmells
Mob: 07553 616 702



Sutton on Sea Wards

<p>VEASEY</p>  <p>Ward: Sutton on Sea South Tel: 01507 441 351 Mob: 07852 124 833</p>	<p>S. PALMER</p>  <p>Ward: Sutton on Sea North Tel: 01507 440 194</p>
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Chapel St Leonards Ward



<p>BROWN</p>  <p>Ward: Chapel St Leonards Tel: 07737 713 550</p>	<p>NEWCOMBE</p>  <p>Ward: Chapel St Leonards Tel: 01754 873 987</p>
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Alford Ward

<p>BRADLEY</p>  <p>Ward: Alford Tel: 01507 490 268</p>	<p>WEBB</p>  <p>Ward: Alford Tel: 01507 463 439</p>
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<p>H. MARFLEET</p>  <p>Ward: Withern with Stain Tel: 01673 838 385 Mob: 07970 242 775</p>	<p>N. COOPER</p>  <p>Ward: Burgh Le Marsh Tel: 01754 810 131 Mob: 07796 103 922</p>	<p>P. COOPER</p>  <p>Ward: Croft Tel: 01754 810 131 Mob: 07796 103 922</p>
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Skegness Wards


<p>BYFORD</p>  <p>Ward: Scarcroft Tel: 01754 768 837</p>	<p>EDGINTON</p>  <p>Ward: Scarcroft Tel: 01754 765 308 Mob: 07775 735 774</p>	<p>KEMP</p>  <p>Ward: Scarbrough Tel: 01754 612 675 Tel: 07729 335 809</p>	<p>ANDERSON</p>  <p>Ward: St Clements Mob: 07946 648 515</p>
<p>MILNER</p>  <p>Ward: Scarcroft Tel: 01754 612 378 Mob: 07711 355 491</p>	<p>DENNIS</p>  <p>Ward: St Clements Tel: 01754 762 141 Mob: 07831 438 705</p>	<p>MACEY</p>  <p>Wards: Winthorpe Tel: 01754 450 082 Tel: 07886 847 066</p>	<p>O'DARE</p>  <p>Ward: Winthorpe Tel: 01754 765425 Mob: 07990 532743</p>

A. SMITH





Ward: Willoughby/Sloothby
Email: angie.smith@e-lindsey.gov.uk

SWANSON



Ward: Halton Hologate
Tel: 01790 752 460

Wainfleet & Friskney Ward

<p>UPSALL</p>  <p>Ward: Wainfleet/Friskney Tel: 01754 880 590 Tel: 07932 615 542</p>	<p>K. SMITH</p>  <p>Ward: Wainfleet/Friskney Tel: 01754 820 372 Mob: 07974 078 689</p>
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6. What you will need to supply to us to apply

For all community grants

- A fully completed Application Form, signed by you and your District Councillor.
- A copy of your signed constitution that details: the group is legally eligible to receive a grant and entitled to run the planned project. It must also include a 'dissolution' clause that guarantees any assets are kept for community benefit even if the group comes to an end or is 'dissolved'. The constitution must also have an open membership policy (one that does not discriminate against potential members and actively encourages community participation and access with non-prohibitive fees where applicable). Town/Parish Councils and Parochial Church Councils do not have to submit a constitution

For Large Community Grants you will also need to submit the following information.

- An original recent bank statement in the organisation's name for each account held, or photocopy of your Building Society account pass book. All accounts held must require at least two signatories to withdraw funds
- Up to date annual accounts (or for new groups a 12 month cash flow forecast/budget statement)
- Quotations for project costs that funding is being requested for
 - 1 Quote for items costing £1 - £1,000
 - 2 Quotes for items £1,000 - £15,000
 - 3 Quotes for items £15,000 - £50,000
 - Tenders for works over £50,000
 - Or a single written estimate from a qualified surveyor or architect for building works
 - A detailed project budget if requesting funding for an event type project
- An Equality & Diversity Policy or an Equal Opportunities Policy
- There should be a clear community need for the project. Evidence of consultation with users and potential users should be provided with the application.

Where applicable the following information should also be included

- Where applicable other policies such as a Health & Safety Policy, Safeguarding Policy, Use of Volunteers Policy. (If your organisation does not hold such policies, then we may request that you adopt a suitable one)
- We are keen to support organisations that have recognised quality standards e.g. IIP and Club Mark. Evidence of such standards should be submitted with the application.
- Tenure (your rights to the property) - If you are applying for a grant to build or refurbish, or for works to land, we expect you to own the property or have an appropriate lease or license on it. For projects costing up to £30,000 you will need a lease with at least 5 years left to run.
- Planning permissions and building regulations – The majority of building works require planning permission, this should be applied for prior to applying.
- Normally, if you are a tenant of a property, you will need your landlord's permission to complete any alterations. We will need to see a letter of consent from your landlord agreeing to the planned works. If you do not think you need this, you must show us evidence in your lease to support this
- Professional support – If you are buying a property, we will need to see a surveyor's report confirming that the building will be fit for its planned use after refurbishment. We will also need to see an independent valuation for the purchase.
- For projects involving building works over £50,000 you will need to employ a suitably qualified surveyor or architect to manage the planned works. This will mean that you have to pay professional fees. Please remember to include them in your project costs. Remember to take into account all appropriate planning permission and building regulations.
- That the equipment is/will be subject to national safety standards, and is insured and inspected.

7. Other information

Events Projects

Any project focussed on planning an event should register their event with ELSAG (East Lindsey Safety Advisory Group) and follow event organisers guidelines as set out in the 'Event Organisers Toolkit' available from the East Lindsey District Council website or alternatively by contacting the East Lindsey District Council Cultural Team.

Insurance

It is good practice to insure valuable items that you buy with our grant. Remember to include the insurance costs in your project costs if you cannot pay for them from your own funds.

Capital Goods

There is a condition if you sell items purchased with grant aid, which may mean that you have to repay some, or all, of your grant.

Projects involving employing people

If you need funding for jobs, the following conditions apply:

- For a new post, you will need to provide a detailed job description including salary scale, working hours and a person specification. You will also demonstrate how you have identified the need for this post. In addition please supply an anticipated work plan for the employee. You will also need to show us your planned recruitment process and make sure that you follow the principles of Equality and Diversity.
- For an existing post, you will need to provide a detailed job description including salary scale, working hours and a person specification. You will need to explain how the post was funded before, show that you have assessed the effect of the post so far (for example, the benefits it has delivered), and prepare a suggested work plan for continuing with the post.
- All employees must receive at least the national minimum wage. You will also be asked to show that you understand your responsibilities as an employer and have all appropriate management and communication structures in place.

Disability Discrimination Act and health and safety issues

Under the Disability Discrimination Act you must take all appropriate and reasonable steps to make sure that disabled people have access to buildings and services. If you are in any doubt, contact our planning department for more advice. For capital and revenue projects, you also need to consider all appropriate health and safety issues and get relevant advice and support where necessary.

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when accessing applications and monitoring grants. These organisations and individuals may include accountants, and other organisations or groups involved in delivering the project. We might also share information with other organisations, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in ELDC applications and grants or for protection from or detection of fraud.

To help us meet the needs of voluntary organisations, we might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups, and their details will not be made public, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request information that we hold. This includes information received from third parties, such as – but not limited to – grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, unless exemptions apply. However, we may choose to consult with you first.

Transparency

East Lindsey District Council believes it is important to be open, transparent and accountable to local people. We publish a range of information including Community Grants to support this principle.

8. Successful Applicants

For Councillors' Community Grants

If you are successful in securing a Councillors' Community Grant for your project you can expect to receive the following:

- A 'Grant Confirmation Letter' by email that sets out the Standard Terms and Conditions of the grant award
- A direct BACS transfer payment within 2 weeks of the Grant Confirmation Letter for the amount of your project
- A Remittance Advice confirming payment of the grant

Generally, the grant must be spent within 6 months of the Grant Confirmation date, the only exceptions being where a discretionary extension has been granted. You should advise your awarding Councillor(s) when the project is completed or if you experience any difficulties in delivering the project.

Successful applicants should also note that a small sample of grant recipients are selected at random each year to complete a 'Project Monitoring Report'. The monitoring report provides evidence and assurances to us that the grant has been spent appropriately; you should therefore ensure that you retain relative records and receipts relating to your project.

Large Community Grants

Successful projects will be sent an offer letter detailing the grant awarded and the terms and conditions of the grant, which must be signed and returned prior to commencing the project. The type of offer letter you receive will depend on your project type (one off, building, small or core revenue support).

Generally, the grant must be spent within one year of the offer letter date. The only exceptions are grants towards multi-year revenue costs.

After returning your signed offer letter you will receive notification from us to start your project.

Monitoring & Payments

As part of this process you need to keep appropriate records and on completion of the project submit a monitoring report that details expenditure, beneficiaries and detail of differences made. You should also send us evidence of promotional material at this stage.

Monitoring reports (except for multi-year revenue projects) are due at the end of the project. Where multi-year revenue funding is awarded then six-monthly monitoring returns must be submitted.

Grant payments will be made as follows:

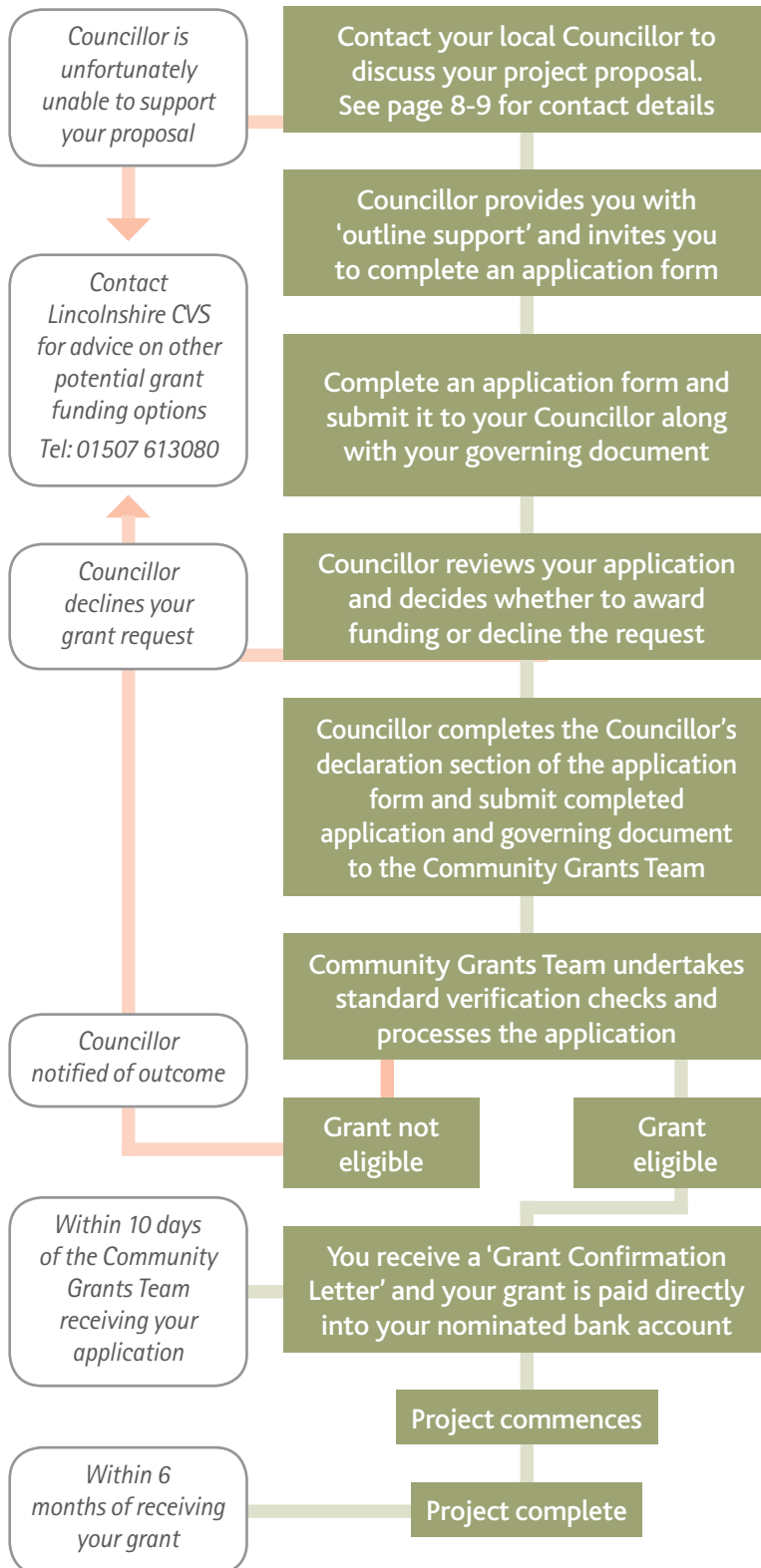
- One off revenue and capital projects including building projects – payments will be made to you when you provide evidence of expenditure and invoices received. In order to avoid cash flow problems, your payments can be staged throughout project implementation and will be paid in proportion to the grant offered. The final payment will depend on the satisfactory completion of your monitoring report. Please note that certain additional conditions are detailed in the offer letter concerning evidence needed for building projects.
- Core revenue projects (1-2 years) – Grant payments will be made 6 monthly in advance and future payments will not be released until your monitoring form has been received. Your grant payment may be reduced if expenditure is less than anticipated. The first monitoring report is due 5 months into the project then six monthly thereafter. We will retain 10% of your final years payment until you have completed your final monitoring form.

All payments will be made directly into your bank account.

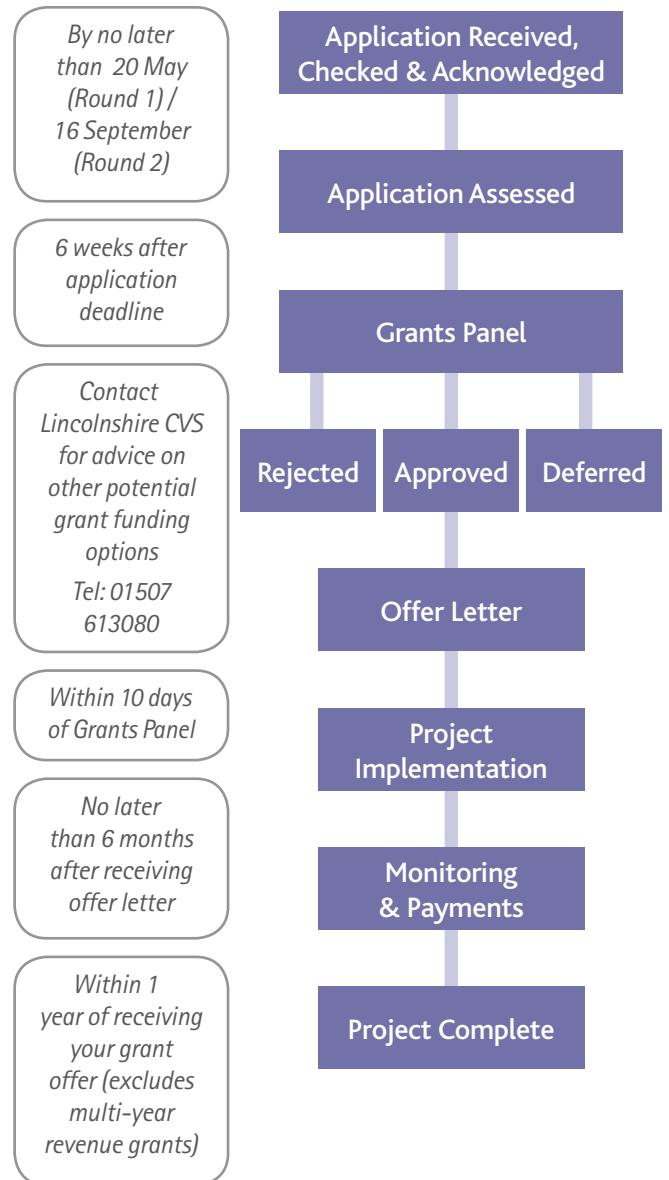
9. Journey of an Application

Please see flow chart below for a summary of a typical grant application process.

Councillors' Community Grants



Large Community Grants



Remember the deadlines for the Large Community Grant Scheme are:

- 1st Round - 20 May 2014**
- 2nd Round - 16 September 2014**
- Applications will not be accepted after the deadline**

10. Frequently Asked Questions

- Q. Is there an electronic version of the application form available?
- A. The application forms are available in electronic or hard copy format. They can be downloaded from our website or you can contact the Community Grants Team or your local Councillor to email a copy to you.
- Q. Can I apply for a second Councillors' Community Grant for the same project/activity once we have spent all of the first grant?
- A. No, you can only receive 1 'Councillors Community Grant' or 1 'Large Community Grant' each financial year for the same project. Our financial year runs from 1 April to 31 March.
- Q. Can I apply for a grant for the same project in the next financial year?
- A. Yes, you can apply for additional Councillors' Community Grants in consecutive financial years.
- Q. Can I submit multiple Councillors' Community Grant applications for the same project at the same time, instead of getting them to complete 1 application form together?
- A. No – if multiple Councillors wish to support your project they must all complete 1 application form. We will not accept any subsequent applications for the same project even if submitted together.
- Q. What if my Councillor(s) is unable to or decides not to award funding to our project even though we are eligible for support?
- A. If your Councillor is unable to, or declines to fund your project you have the following options available to you:
1. Apply to another local Councillor in your area for support
 2. Apply for a Large Community Grant (if applicable)
 3. Contact Lincolnshire CVS (01507 613080) for advice on alternative funding opportunities
- Q. What if our project is delayed and we can not complete within the 6 month timetable for 'Councillor Community Grants' or 12 month timetable for 'Large Community Grants'?
- A. You should inform us/your Councillor(s) as soon as you become aware that a deadline may be missed. Because we understand that projects do not always go quite to plan and often are delayed by factors outside your control 'project extensions' are usually granted.
- However, if the project has not been started and is seriously behind schedule because of mismanagement or negligence on your behalf we may request that the grant funds are repaid.
- Q. Can you provide any promotional items to help us publicise the grant and project?
- A. Yes – We can provide 'medium' and 'large' banners for temporary publicity of the ELDC grant. We can also provide certificates for projects as well.
- Q. Will you return our records (Constitution, quotes, policies etc) that we provide with our application?
- A. We will return original copies when provided, although we would prefer that photocopies are submitted instead of original documents (except for bank statements where an original is required).
- Q. We need support in developing our project and/or organisation before we apply for grant funds, who can help?
- A. Lincolnshire CVS is a local registered charity that provided support and advice to the Community and Voluntary Sector. They will be able to provide support and guidance for your organisation around a variety of topics from:
- governance advice
 - funding options and bid writing
 - volunteer recruitment
 - training.
- Telephone 01507 613080

If you would like this information in another language, large print or Braille, please contact us on 01507 601111.

11. General 'Terms and Conditions' of Community Grant Funding

The General Terms and Conditions of Community Grant funding are detailed below:

1. No grant will be paid on expenditure made prior to the date of the Grant Confirmation letter.
2. For Councillors' Community Grants the project must complete within 6 months of receiving the grant funds
3. For Large Community Grants the project must complete within 12 months of receiving the grant offer
4. For Large Community Grants evidence must be provided of all other funding – applications and offers.
5. Records **must** be kept of all expenditure (all invoices, receipts and other relevant documents) relating to the project for 7 years and must be available for inspection at any reasonable time.
6. For Large Community Grants the Community Grant Monitoring Form should be completed at the end of the project. Copies of all receipts and invoices should be submitted with your monitoring form.
7. East Lindsey District Council must be acknowledged in any publicity associated with a Community Grant Funded project.
8. Any significant changes to the project must immediately be notified to James Ward, Commissioning & Grants Officer at ELDC.
9. Should project costs be less than the grant offer, the remainder of the grant must be returned.
10. If it is proposed that any goods, equipment or land/buildings purchased or improved with ELDC grant aid are to be disposed of, then written details of the proposed disposal should be sent to James Ward at ELDC. ELDC have the right of return of all or part of the grant upon any such disposal.
11. You must obtain our prior written consent if you propose to borrow against or to raise a mortgage or legal charge over any land, building or assets funded in whole or in part by the Grant.
12. The Grant will not be increased if there is an over-spend on the project and you will be responsible for any excess sums required over the amount of the grant awarded.
13. You must comply with all relevant statutes and other laws and regulations relating to the project, the work you, your employees, staff or members of the public connected to you carry out or the goods you purchase.
14. You must notify us of any legal claims made against you (including any claims made against members of your governing body or staff in connection with the organisation) during the period of the Grant.
15. You must not without our prior written consent:
 - a. change your constitutional document as regards your objects, powers and purposes, payments to members and members of your governing body, the distribution of your assets (whether on a dissolution or not) or the admission of members (where you have a membership); or
 - b. transfer your assets to or merge or amalgamate with any other body, including a company established by you.
 - c. Sell, transfer, lease, assign or charge or otherwise dispose of any interest in land that has been obtained either wholly or partly from the Grant.
16. The Grant and related expenditure must be shown as a restricted fund in your organisation's annual accounts. Where you have more than one restricted fund, there must be a note to the accounts identifying each restricted fund separately. Unspent funds and/or assets in respect of all grants must be identified separately in your accounting records.
17. If the project contains building works and the costs of these works is equal to or greater than £50,000, a suitable professional must be employed to provide certification that the works have been properly carried out. If structural work is necessary, then a Structural Engineer must also be employed. The term suitable "professional" includes:
 - Building Surveyor
 - Land Surveyor
 - Structural Engineer
 - Quantity Surveyor
 - Architect
 - Architectural Technologist
18. Where consultants or professional advisors are referred to, they must be fully qualified members of an approved professional body and have all necessary professional indemnity insurance cover.
19. For construction projects costing more than £50,000 we reserve the right to demand sight of:
 - a. A deed of guarantee from the parent of the building company (if applicable).
 - b. Confirmation of a performance bond from the building works contractor.
 - c. Confirmation of insurance provision for the building works.
20. Safeguarding Vulnerable Persons
 - If you are responsible for the provision of accommodation, social services or health care services to, or the supervision of, certain individuals who are considered vulnerable (being children under 18, persons who have a physical or learning disability and persons over 70), we reserve the right to impose further terms and conditions on the Grant at any time.
 - You must comply with all relevant legislation, regulations and other requirements in relation to vulnerable individuals. It is your responsibility to ensure that you are aware of all applicable requirements and that you comply with them at all times. If you are in any doubt you should contact us, although this does not relieve you of your statutory responsibilities. You must obtain all appropriate disclosures from the Disclosure and Barring Service for any employees, staff or members of the public connected with you who are expected to have contact with children or vulnerable adults in the course of their employment and must ensure that you comply with the Code of Practice issued from time to time by the Disclosure and Barring Service wherever appropriate.
 - We may at our discretion require you to comply with any relevant regulations or requirements where we consider it to be "best practice" for you to do so. For example, if you work with children you must comply with The Protection of Children Act 1999, whether you are a "child care organisation" within the meaning of the Act or not.



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