

Ipswich Borough Council

Cash Grants for the Voluntary and Community Sector

Guidance Document

One of the ways Ipswich Borough shows its commitment to the Voluntary and Community sector is by making grant funding available for core running costs and for projects.

We have produced a Voluntary and Community Sector Grants Policy, which sets out how the Council sees its role in providing financial support for voluntary and community organisations (VCOs), the conditions for applying for a grant, and the priorities for grant allocation. A copy of the revised policy is included in the application pack and can be downloaded from the Council's website.

The Council receives more applications than it is able to fund. Applications are assessed by the Communities Working Group which is a cross-party group chaired by the Portfolio Holder for Communities. This Guidance Document sets out the assessment criteria that Councillors will use when deciding on grant applications, and provides guidance on how to answer some of the questions.

Types of Grant Funding Available

The Council provides direct funding via a competitive grants process. Groups can apply for a grant under one of the following strands:

Groups can apply for either:

- 1. a COMMUNITY INVESTMENT GRANT – you can apply for up to £20,000 (covering 1 year period):** – This provides core funding for running costs or pump priming funding for an organisation to build its capacity.
- 2. a COMMUNITY PROJECT GRANT – you can apply for up to £20,000 (covering 1 year period):** – suitable for trying something new or one-off activity that delivers one or more of the Council's grants priorities. Projects will have a clear start and end and clearly defined outputs and outcomes.

The Council also has the discretion to award a **Community Partnership agreement covering a 3-year period**. We will use the eligibility criteria set out in the Voluntary and Community Sector Grants Policy to determine which organisations, if any, are eligible.

Successful applicants will be required to complete a **Funding Agreement**, which will set out the performance data required; payment arrangements; outcomes and outputs; timescales and other relevant terms and conditions necessary to safeguard the allocation of public money.

All grant applications will be assessed in accordance with the Council's revised Voluntary and Community Sector Grants Policy.

Guidance on completing the application form: (For more information please refer to the Ipswich Borough Council revised Voluntary and Community Sector Grants Policy. You can use bullet points in your application if you wish)

For the purposes of your application, the term 'Proposal' and/or 'Project' is defined as the specific activity for which funding is sought.

About Your Organisation

- Q1)** State the full name of your group / organisation
- Q2)** Name of project or proposal that provides a succinct description of the grant purpose.
- Q3)** Please give us full contact details of the person responsible for the project within your organisation, with whom we will liaise regarding your grant, particularly an email address, if you have one, as we will contact most applicants via email.
- Q4)** Position in organisation of person mentioned in Q3)
- Q5)** Registered address of Charity, Community Interest Company, or Group.
- Q6)** Please provide the charity or other registered number of your organisation.
- Q7)** Tell us if your organisation is formally constituted, either as an unincorporated association under the management of a committee made up of volunteers, or as a charity or a company with charitable aims, social enterprise or community interest company.
- Qs 8&9)** You must be in possession of a full range of required policies, and have the documentation to show that the policies are being adhered to.
- Q10)** All staff and volunteers working with vulnerable people must be CRB checked.
- Q11)** We require the bank account details for your organisation, as the grant will be paid directly into the account. We will not normally consider funding a Voluntary and Community sector Organisation (VCO) without a bank account which requires at least 2 authorised signatures. If you do not have a VCO bank account, Community Action Suffolk (CAS) may be able to offer help in applying for this. In exceptional circumstances it may be possible as a temporary measure for a VCO to use the bank account of another VCO with a clear agreement to do so – if so we will need to see a copy of the agreement.
- Q 12)** The account name should normally be the name of the organisation – we will not pay grants into a personal bank account.
- Q 13)** We will normally expect to see the last full year's accounts. If these are not available we will need a clear explanation of why not, and your two latest bank statements plus trial balances.

Grant awards criteria:

The Communities Working Group has developed its grant award criteria based on the following questions in the application form. Unless there are exceptional circumstances, IBC will not normally give grant-funding support to VCOs unless the applicant can show they are:

- Qs 14 & 15) Tell us if your organisation is primarily delivering activities or services to the residents of the Borough of Ipswich** (regional or national organisations will need to demonstrate a specific Ipswich branch, project or service which can be started or sustained with the support of IBC funding).

Q 16) Delivering services which are not the responsibility of another public body, e.g. NHS or Suffolk County Council, However, this does not rule out services which have “cross-over” between various areas of responsibility. Tick **YES** if it is a service that was previously provided by another public agency/ body (not IBC) but is now being delivered by a social enterprise or other charitable organisation. Tick **NO** if the project/proposal has always been delivered by a charitable body; and has never been the responsibility of another public agency/ body in the past.

Q 17) You must set out clearly what you intend to achieve with the grant you are applying for. If you are applying for an Investment Grant to help cover your core costs, indicate the activities you are engaged in and the outcomes that you believe you will be able to achieve with the help of this funding. If you are applying for a Project Grant make it clear what the project is and what the benefits will be to your client group.

Q 18) You need to clearly state the monitoring data you will collect that will demonstrate the outcomes/outputs of your project. Please include measures that demonstrate the difference the funding has made, to whom, and in which parts of Ipswich. Preference will be made to those measures that help provide a picture of the client population receiving your service and where they live. It will be particularly useful to have postcode or ward area data so that Area Committees can be updated on the progress made, or any new issues found.

Q 19) You must clearly describe how your project/proposal meets the priorities of the grant?
Projects/Proposals must be working towards at least one of the following priorities set out below:

- Promote community safety.
- Improve health and well-being.
- Promote learning and skills development.
- Make Ipswich a cleaner, more attractive and sustainable place.
- Enhance Leisure and cultural activities.
- Work with individuals and groups who experience disadvantage.
- Promote equality of opportunity and foster good relations in communities.

These priorities are in no particular order and are all considered to be of value to the Council. It does not matter if your project or proposal only meets one of the priorities. The Communities Working Group will consider each application on the strength of the information provided. An example may be ‘We run a yoga class for people over 60 from various ethnic groups to prevent falls within this client group.....’ - this would clearly meet the 2nd and 7th priorities, and objective evidence of meeting these 2 priorities would strengthen the application.

Q 20) Tell us what evidence you have demonstrating the need for the project/proposal. Let us know if you have carried out some research into untapped need. What are the characteristics of your client group? How many people are you able to help? Are there alternative providers of your

service? Who refers people to you? Please also provide the contact details for a professional organisation that we may contact for a professional reference.

- Q 21) We want to know how many volunteers or members of the community will be involved in planning and/or delivering your project/proposal?**
Let us know if and how you have involved members of your client group in planning your activities. Let us know how many people do volunteer work with you, and to what extent.
- Q 22) What are your plans for ensuring that the work you intend to undertake with Ipswich residents is continued in the future?** Please explain your contingency plans for the future whether you are successful with this application or not.
- Q 23) We want to know if you have accessed funding advice & development support in the last 12 months.** Have you participated in joint working, partnership groups or joint events? Let us know what groups you have sought advice from, or worked with, and what the benefits and outcomes were.
- Q 24) Tell us what sort of funding are you applying for?**
COMMUNITY INVESTMENT GRANT – you can apply for up to £20,000 (covering 1 year period): – This provides core funding for running costs or pump priming funding for an organisation to build its capacity.
COMMUNITY PROJECT GRANT – you can apply for up to £20,000 (covering 1 year period): – suitable for trying something new or one-off activity that delivers one or more of the Council's grants priorities. Projects will have a clear start and end point and clearly defined outputs and outcomes.
- Q 25) Please state the total costs of your Project/Proposal and indicate how much money you are requesting from the Council**
We want you to tell us how much funding you need overall e.g. £42,520 total cost to deliver a project, or £125,000 to cover the entire current running costs of your organisation.
We then want you to tell us how much funding you are requesting from IBC e.g. £10,000 towards the project costs or £10,000 core funding towards your general revenue.
If you are applying for funding to start a new project/venture, we want you to tell us what your timescales are e.g. when you intend to advertise for staff etc, when you will be able to commit the money, and when you will have achieved the project.
If you are applying for funds to extend an existing project we want you to provide details of the income and expenditure budget you are currently working to.
- Q 26) Please give a full breakdown of how you intend to spend the money you have requested from the Council in the financial year for which the grant is awarded.**
We want you to give a full breakdown of the income and expenditure of the whole project/proposal. If you are applying for a Project Grant, please list how you intend to spend the money you are applying for from the Council.

e.g. Total Cost. £6,000. Broken down as follows:
Trainer fees – £3,000;
Hire of venue - £2000;
Management & Admin fees £1000

Q 27) Of the total overall cost of the project/proposal for which you are applying for funding please state:

- **how much cash you plan to raise from clients themselves;**
- **how much cash you plan to raise through payments by others for providing services for your clients;**
- **how much cash you plan to put in from your own reserves;**
- **how much cash you have received from committed grants already received/pledged from other sources;**
- **how much funding you have requested in current/pending grant applications from other sources;**
- **how much you have been awarded in other grants/payments by IBC**

In this question we want you to give us more information about the plans for your project/proposal. We want you to tell us if you will be raising funds by charging a fee; by contributing towards the costs from reserves; or if you have received funding from other sources or from IBC. You must also tell us about any other grants you have applied for – you should indicate the date on which you expect to learn whether these applications are successful. If you are applying for an Investment Grant (core funding) then you should list your expected incomes for the coming year. If you are applying for a Project Grant then you should only list the income relevant to the Project in this answer.

Q 28) If you are applying for a Project Grant, please tell us about other sources of statutory or external funding your organisation has received in this financial year for other projects and for core funding.

Q 29) How much money in reserves does your organisation hold and how many months running costs does this equate to?

We want you to provide us with the total amount of restricted and unrestricted reserves your organisation holds; and how many months running costs the unrestricted reserves will give you.

Failure to provide full details of income and expenditure may result in your application for funding being rejected.

Please ensure that you sign and date the application form and send in all documents that have been requested.

All applicants MUST complete the Equal Opportunity Monitoring Sheet included with this application form.

If you require further advice and information please contact Alice Firbank on 01473 432224 or email: grants@ipswich.gov.uk