

South Lakeland District Council has a small grants budget which can be awarded for a one-off project, event or activity during a single financial year. We welcome applications from those who have not received funding in the past, and who meet the Corporate Plan priorities;

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|--|---|
| Housing  | <ul style="list-style-type: none"><li>• Help to reduce homelessness or improve private sector housing</li><li>• Help to reuse empty homes and improve private rented homes to meet housing needs</li><li>• Support the Council to ensure the best use of its housing stock</li></ul>  |
| Economic Development   | <ul style="list-style-type: none"><li>• Support economic growth and assist economic activity by creating well paid jobs</li><li>• Work with other partners to improve investment and growth in the district</li></ul>   |
| Environment including<br>Climate Change<br>Culture & Wellbeing | <ul style="list-style-type: none"><li>• Work with others to improve the environment across South Lakeland</li><li>• Enhance the District's cultural heritage</li><li>• Enhance the District's sporting heritage</li><li>• Deliver facilities or events that create participation</li><li>• Work with communities to improve their wellbeing and access to healthy lifestyle</li></ul> |

## 1. Group/Applicant: Who can apply?

- voluntary organisations
- not-for-profit organisations
- community groups
- talented individuals

*Partnerships or organisations **must** have a document (constitution) which defines the rules and principles by which the organisation or group is governed (section 12).*

## We do not fund

- National charities including local branches
- Political parties or groups
- Projects/events/activities for private gain
- Projects with the sole aim of raising funds for third parties
- Religious bodies
- Educational establishments
- On-going activities, utility bills, rent, staffing
- Health or social care organisations, unless involved in sport or arts projects

## 2. Contact Details

Please give details of who to contact regarding this application. If you are applying on behalf of a partnership please give the names of partners.

## 3. Total Grant Applied for

You must tell us how much you estimate you're total costs to be, & how much grant aid you are applying for. Please note grant money cannot be used to fund costs such as utility bills, hall rental etc. For grants in excess of £5,000 recipients may be required to make a presentation to the Grants Advisory Panel.

## 5. Project Description

Provide a brief description of your project, its aims and how you plan to measure the success of your project.

## 6. Number of People benefitting

Please indicate those who will be impacted by the activity/event.

## 7. Match Funding

SLDC encourage organisations to seek match funding for projects, events & activities. Please tell us whom else you have approached or applied to for funding.

## 8. Estimated Date of Completion

When you envisage the work/project to be completed, or the date of the event(s).

## 9. Project/Activity/Event Costs Supported by Estimates

This section asks you to provide indicative costs of your project, activity or event. If you have estimates please include them with your application.

## 10. Evidence of Community Support

This section asks you to provide evidence of community support for your event/activity. You should also use this section to indicate which groups (for example equality & diversity) are encouraged to participate in your organisation, project or event.

## 11. Criteria

This section asks you to link your project, event or activity to the Council's corporate priorities ie Housing, Economic Development, Environment including Climate Change or Culture & Wellbeing

## 12. Supporting Information

SLDC needs to ensure that public funding is being used appropriately. You should indicate which supporting documentation you have. Please note we reserve the right to request further information and/or copies of documents which may support your application.

## 13. Bank Details

If you are successful in your application for grant money, the cheque will be made payable to the account name.

## 14 & 15. Data Protection, Agreement & Freedom of Information

We have duty to keep to the Freedom of Information Act 2000. When you sign this agreement, you are confirming that you have no objection to us releasing information contained in the application. We may also be asked to release other information contained elsewhere in the application form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will consult you first.

## Conditions of Grant Funding

Grants must be used for the stated purpose, if this changes, you will need written permission from us. If an organisation ceases to exist, or fails to complete the activity for which the grant was made, we will be entitled to reduce or withhold payment, or to seek recovery. It is a condition of funding that the Councils support should be acknowledged on all publicity material including press and media releases.

## Assessment & Criteria

In assessing your application we will consider how your project, event or activity meets our Corporate Plan objectives taking account of the overall benefit to the community (**Section 10**).

We will also assess how far your application shows that:

- Your project is an appropriate response to a need;
- Your project is financially realistic and there is a clear need for SLDC grant funding;
- You have explored other sources of funding;
- Your organisation ensures it does not discriminate against members of the community; and
- You will evaluate the benefits of your project thoroughly.

## Equality & Accessibility

Applicants will be expected to consider issues of accessibility and demonstrate that the event or project does not discriminate on grounds of sex, marital status, disability, age, race, religion, and colour, ethnic or national origins.

When assessing your application we will look (in section 10) to see if your organisation meets the above criteria and ask you to state which groups are encouraged to participate in your organisation.

## Decision-making & Timescales

Decisions on awarding grants are recommended by SLDC Officers. These recommendations are then scrutinised by a board of elected Councillors known as the **Grants Advisory Panel**, which are then ratified by the Portfolio Holder & Cabinet. Once the grant recommendations have been agreed, they will be published on the website & we will contact you with the outcome.

The timetable for 2012/2013 grant application is as follows:

Applications close	31 <sup>st</sup> March 2012
Assessment of applications	April 2012
Grants Panel meeting	April 2012
Confirmation of grant awarded	end of June 2012

## Evaluation & Monitoring

Recipients of grants will be expected to demonstrate the effective use of grant monies, and projects/activities/events may be monitored by a visit(s) from an officer of the council. In order for us to understand how grant money has benefitted the community, we will ask you to complete a monitoring form, including a brief evaluation report of the project/event. The Council also reserves the right to request a final financial statement showing income and expenditure for the project/activity/event.

## Publicity and Acknowledgement

Grant aid comes from public funds, and it is important that we give the public as much information as possible about the grants that we make. As a result, we may publish details about your grant application and details of any decisions. We may also make this information available to the media. To do this we will use information that you have provided in your application.

The Council will expect to attend any event or the launch of any project supported by grant aid. A copy of all press releases should be sent to the Council **prior** to issue to the press. You should promote your project as widely as possible and may use Council branding for these purposes. Please contact us to request the SLDC logo.

## Contact Us

If you have any questions about your application, or if you or somebody you know would like the information contained in this document in large print, Braille, tape/DC or in another language please contact the; Grant Administration Officer at [communitygrants@southlakeland.gov.uk](mailto:communitygrants@southlakeland.gov.uk) Telephone: 01539 717411

## Complaints

If you are not happy with the service you have received, please contact the office you first dealt with. They will try to put things right. If you are not satisfied with the response you receive, you can get a copy of our complaints procedure from our website [www.southlakeland.gov.uk](http://www.southlakeland.gov.uk) or from reception at; South Lakeland House, Lowther Street, Kendal, Cumbria. LA9 4DL

## The Grants Process

