

Adur Community Grants 2012/13



Guidance notes and application form for groups/organisations making an application for grants up to £1,000 and up to £5,000.

In exceptional cases grants of over £5,000 will be considered.

Introduction to funding scheme

Adur District Council Community Grants are administered by the Council's Communities Team based at the Civic Centre in Shoreham-by-Sea. Applications will be considered for amounts **up to £5,000** from local groups and organisations for services or initiatives that meet the criteria below.

The closing date for applications will be 11th January 2013. Applications received after this date will NOT be considered for funding.

Community Grant Applications will be considered for services or initiatives that assist in the following 5 priority areas:

1. promoting health & wellbeing in the local community
2. promoting community involvement and volunteering opportunities
3. targeting inequalities and deprivation
4. increasing partnership working between organisations
5. promoting the regeneration of the district.

Who can Apply?

Any constituted groups or organisations working with local people in the Adur District.

Please note: We cannot accept applications from individuals.

How much can you apply for?

Groups or organisations can apply for up to £5,000 in any one financial year and can only make one application for funding each financial year. In exceptional cases grants of over 5K will be considered.

We can only fund services or initiatives that will take place within one year of awarding the grant.

New initiatives are particularly welcomed but in exceptional circumstances on-going projects will be considered.

What can be funded?

Preference will be given to applications which

- target Local Neighbourhood Improvement Areas (LNIAs) in Adur (Churchill, Peverel, Eastbrook, Southlands, Hillside and Mash Barn) or disadvantaged groups
- clearly evidence need
- demonstrate good value for money
- are sustainable in the long term
- are getting more people involved rather than just working with an established user group
- have not received Adur District Council Pot of Gold funding in the current year.

If in doubt about whether to apply, please phone us to discuss.

What cannot be funded?

- Services or initiatives that do not involve residents of the Adur District
- Services or initiatives that promote religious or political beliefs
- Services or initiatives that have already taken place.

Please note: Please complete the application form in full. If you need to attach additional A4 sheets at any stage of the application, please head the sheets with:

- 1) the name of your group or organisation
- 2) A contact name and telephone number or email address
- 3) The name of your service.

Before returning your form, please ensure that you have enclosed the following documents as without them your application will **NOT** be considered.

- 1. Your group/organisation's constitution / governing document***
- 2. Page 18 of the application form signed and stamped by your bank or building society**
- 3. Latest set of annual accounts or signed financial statement**
- 4. Copy of your Safeguarding Policy (if applicable) see Q8.**
- 5. A copy of your Equalities & Diversity Policy (see P12)**
- 6. A copy of your Public Liability Insurance**

***Unless you have already submitted them as part of a previous application and they have not changed.**

Make sure that a SENIOR CONTACT (see Q19) from your organisation signs the Grant Agreement on page 14.

Make sure that the MAIN CONTACT (see Q3) signs the Declaration on Page 16.

Make sure that you have an INDEPENDENT REFEREE (see Q18) for this application and that they sign the space on Page 10.

Please note that the reference will be taken up before the grant is awarded.

Are you related to anyone who is a Councillor or Council Officer?

Yes No

If so, who, and what is their relationship to you?

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How do we apply?

Fill in the attached form and send to:

**Communities Team
Adur Civic Centre, Room 209
Ham Road
Shoreham-by-Sea
West Sussex
BN43 6PR**

E-mail: communities@adur-worthing.gov.uk

Tel: 01273 263311

Please Note

All applications must be received by Friday 11th January 2013.
Applications received after this date will not be processed.

A condition of awarding a grant is the completion of a 6-month and 12-month monitoring form. An Adur District Councillor may request a visit and be asked to provide a written report.

Failure to complete and return the monitoring forms at the appropriate time will render your organisation ineligible to apply for future Adur Community Grants.