



The logo consists of the word 'COMMUNITY' in white capital letters on a dark grey rectangular background. Below this, the word 'ADUR' is displayed in white capital letters, with each letter contained within its own teal square. Underneath the 'ADUR' squares, the words 'GRANTS TO GROUPS' are written in a light grey, sans-serif font.

COMMUNITY
ADUR
GRANTS TO GROUPS

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

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

Introduction to funding scheme

Adur District Council Community Adur Grants are administered by the Council's Communities Team based at Portland House in Worthing. 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 this round of applications will be Friday 24th January 2014. Applications received after this date will NOT be considered .

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?

Community Adur 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



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.

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

What can be funded?

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.

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 refer to these guidelines while completing your application form.



- Q2. This address should be the main address of your group, but all correspondence will be sent to the address in Q3.
- Q3. The main contact cannot be the same person who will be signing the grant agreement. The person who signs the agreement will be your Senior contact.
- Q4. We only fund initiatives that take place in the year following the award of the grant.
- Q5. Please describe realistically what you intend to do if awarded a grant. Please use additional sheets of A4 if you need to. If you attach additional sheets at any stage of your application please head the sheets with the name of your organisation, a contact telephone number and the name of your project.
- Q6. Have you spoken to local people? Is your initiative part of other work that is going on in the community? Have you carried out research into community needs?
- Q7. Make a reasonable guess, it doesn't have to be too accurate and a higher number of people is not necessarily better.
- Q8. You need to show how you adhere to current legislation. If you have people working on your service / initiative who are trained and experienced and who have an understanding of health and safety issues, then please mention it. If you are unclear about carrying out risk assessments and current legislation, please contact Adur voluntary Action 01903 854980.
- Q9. Ward information is available at www.adur-worthing.gov.uk or from the Communities Team.
- Q12. This is the most important part of the form. Look at each priority area and explain how your project will be helping the Council work towards that priority. You only need to choose one but can choose more. If there is competition for funding, additional priorities will be taken into account so think carefully about this question.



Q13. Be as accurate as you can. If you only have quotations at this point please use them. You can confirm the exact figures if you are awarded the funding.

Cost (Column 2) means what is the full cost of the item in column 1. Amount requested (Column 3) means how much of the cost are you asking Adur District Council for in this application.

Add total cost of project in column 1 and total requested from Adur in column 3.

Q15. Your group does not have to make a financial contribution. Volunteer time is just as important.

Q17. Please continue on a separate sheet if you need to. Please include Adur Pot of Gold, CLC Community Initiative Funding, WSCC Big Society, Social Enterprise Funding, as well as Sussex Community Foundation and the Big Lottery.

Q18. Your referee should be someone that holds a professional position, knows the work of your organisation well and can comment upon your proposed service / initiative. The referee could be a Community Development worker (NOT employed by Adur District Council), a health professional, a social worker, a police officer , or a local councillor. If you are unsure, please contact the Communities Team.

Q19. The Senior Contact **CANNOT** be the same person as in the Main Contact in Q2 but must be on the management committee of your organisation.



Data Protection Policy

Adur District Council needs to collect and use certain types of information about people with whom it conducts business in order to operate. These people include current, past and prospective employees, suppliers, clients/customers and others with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information to comply with Government Departments. All such personal information must be handled properly however it is collected, recorded or used - whether on paper, in a computer or recorded on other material—and there are safeguards to ensure this within the Data Protection Act 1998.

Adur District Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly. The details of your grant application may be shared with other funders for the purposes of ensuring the right projects are funded by the appropriate funders.

Freedom of Information

The Freedom of Information Act 2000 deals with information, other than personal information, which continues to be managed under the rules of the Data Protection Act.

It means that any member of the public can request any information that the Council holds. This includes information provided by grant applicants. We will inform you that a request has been made before releasing information.

Equalities & Diversity Policy

Your organisation must have 'due regard' to eliminating

- Unlawful racial discrimination
- Promoting equality of opportunity and good relations between people of different racial groups.



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 14 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***
 - 6. A copy of your Public Liability Insurance***
- **Make sure that a SENIOR CONTACT (see Q19) adds their details on page 11. they will sign the Grant Agreement if your application is successful.**
 - **Make sure that the MAIN CONTACT (see Q3) signs the Declaration on Page 14.**
 - **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.**



How do we apply?

Please fill in the application form and send to:

Communities Team

Portland House, 2nd Floor

44 Richmond Road

Worthing

West Sussex

BN11 1HS

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

Tel: 01273 263311

For information on other areas of funding that may be available to you please visit <http://www.adur-worthing.gov.uk/grants-and-funding>

PLEASE NOTE:

All applications must be received by Friday 24th January 2014.

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 Community Adur Grants.

