

Small Grants Fund Guidance



1. The purpose of the Small Grants Fund

- 1.1 The Small Grants Fund will distribute £30,000 of funds in 2019/20 and £45,000 of funds annually from 2020/21 onwards to support our local voluntary, community and faith sector partners to deliver activities or projects which benefit our residents and which:
- Respond to local community needs
 - Encourage engagement between the voluntary, community and faith sector organisation and the Council to support our residents
 - Promote the role of Councillors as community leaders.
- 1.2 The Small Grants Fund will award grants of up to £2,000.

2. Who we will support

- 2.1 Registered charities working for the benefit of the people in Reigate and Banstead.
- 2.2 Voluntary and community groups who are charitable in purpose and are working for the benefit of the people in Reigate and Banstead.
- 2.3 Not for profit organisations such as a Community Interest Company with a clear social purpose and who are working for the benefit of people in Reigate and Banstead
- 2.4 Local faith groups, where the project clearly benefits the wider community.

3. Projects we will fund

- 3.1 Awards will be considered for provision of activities, projects and one-off initiatives.
- 3.2 Funding must be spent on projects that support one or more of the Council's corporate priorities. (See our current Corporate Plan 2015-2020 and emerging Corporate Plan 2020-25, www.reigate-banstead.gov.uk/corporateplan)
- 3.3 Only projects with no maintenance implications for the Council will be considered.
- 3.4 Applications for £1,000 - £2,000 are more likely to be successful if they can demonstrate some or all of the following:
- Added value through the involvement of the community in their delivery, building the skills of volunteers.
 - Accessibility and diversity.
 - Sustainability of the project / activity beyond the life of the grant.
 - Evidence of working in partnership with other charitable organisations.
 - Planned impact measurement.
 - Use of original and creative approaches to respond to changing local needs.

- Long term solutions for the people they are helping.
 - Evidence of match funding or how the remainder of funding will be realised.
- 3.5 We will **not** fund activities that are statutory responsibilities.
- 3.6 We will **not** normally fund the same applicant organisation more than once in a financial year.

4. The process

- 4.1 Before applying, the applicant should ensure that their application meets the criteria.
- 4.2 The organisation must contact Councillors to endorse their bid:
- Applications for up to £500 will require the endorsement of one Councillor
 - Applications for between £501 & £1000 will require the endorsement of two Councillors
 - Applications for over £1000 will require the endorsement of three Councillors.
- 4.3 The Councillor needs to be satisfied that the application meets one or more Corporate Plan priorities & will benefit local residents before agreeing to endorse the bid.
- 4.4 The applicant must then complete the application form, including the name(s) of the Councillors who are endorsing the bid, and submit their application to the Partnerships Team (communitypartnerships@reigate-banstead.gov.uk).
- 4.5 Bids must be submitted before the deadlines. In 2019/20, the funding deadlines will be 30 September 2019 and 15 December 2019. From 2020/21 onwards, there will be three deadlines, 30 June, 30 September and 15 December annually.
- 4.6 The Partnerships Team will then evaluate the bid against the criteria and seek confirmation from the Councillors endorsing the bid, before recommending for approval or rejection.
- 4.7 The Council's Head of Community Partnerships will consult with the Executive Member for Community Partnerships to make a final decision.
- 4.8 The Partnerships Team will then notify the applicant and endorsing Councillor(s) of the outcome of their application and provide feedback.
- 4.9 Should the bid meet the criteria but there be insufficient funds available, the Partnerships Team will notify the applicant and endorsing Councillor(s) that the application will be held over to the next deadline to be reconsidered if applicable.

5. What we will ask for

- 5.1 Applicants must have a bank or building society account with two unrelated people authorised to sign cheques or make withdrawals.

5.2 Copies of the following will also be requested, if relevant:

- The organisation's most recent annual accounts (unless a newly formed organisation)
- The previous three months bank statements in the organisation's name
- The organisation's governing documents
- The organisation's Safeguarding and Equality & Diversity policies
- Evidence of what the spend is to go towards (eg. quotations).

6. Conditions of the Award

- 6.1 All monies must be spent by 31st March in the financial year in which it is awarded and must be accounted for. You may be asked for evidence that the money has been spent in the correct way and in the agreed timeframe.
- 6.2 Confirmation of outcomes will be sought at the end of the year to ensure that the aims of the projects are suitably achieved.
- 6.3 Failure to provide evidence of the delivery/outcomes of the project as required may prevent the organisation from re-applying for small grants in future.

7. Publicity

- 7.1 Successful applicants will be required to acknowledge the Council's funding. This could be through a variety of ways, for example including the Council's logo on relevant publicity materials, recognition on social media, a plaque (for capital works). Successful applicants will be notified of requirements as part of the process of grant offer.
- 7.2 Details of grants made will periodically be published on the Council website.