

Queen's Park Community Council

Queen's Park Community Grants

Guidelines, Terms & Conditions

Queen's Park Council Community Grant Guidelines

1. What is the Community Grant?

The Community Grant programme 2017-2018 distributes £24,000 per annum and accepts applications for grants from £100 - £3,500. The Community Grant is open to individuals and organisations (community groups, charities, unconstituted groups and individuals) based in Queen's Park, and to organisations based outside of Queen's Park who are demonstrably delivering services/benefits to the people living in Queen's Park.

2. Overview

Both individuals and organisations from within and outside Queen's Park are eligible to apply as long as the project benefits the Queen's Park community. The aim of the fund is to help local individuals/organisations gain access to funding for projects they wish to set up, as well as to help to support delivery or expansion of current services in Queen's Park.

The Council will fund projects that align themselves with the Council's vision for Queen's Park, which is to ultimately to improve the area and build a more prosperous community.

The Queen's Park Community Council has five core values:

- Equality, fairness and social justice
- Community collaboration and cooperation
- Environmental sustainability
- Civic, social, and economic empowerment
- Council transparency and inclusion

A 'Working Group' (Grants Panel), formed by the Council, will consist of Local Councillors, residents and representatives from local organisations and will decide which applications are funded. Community Grant funding is distributed twice a year. **For 2017-2018 application deadlines are 2nd June 2017 and 12th January 2018.**

3. How do I apply?

You apply by completing the grants application form online. The application form can be found at <http://www.queensparkcommunitycouncil.gov.uk/qpcc-grant-application-form-2017>.

Before you start you will need to make sure that you have read the grant guidelines (this document) and application checklist which can be found online. You can also view the grant scoring sheet, which is what the grant panel use to evaluate responses.

As part of the process you will be required to provide signatures of relevant people associated with your application. Details of what to provide are below.

Please also note that as this is an online form there may be a session time-limit which can be as little as twenty minutes in some instances. In addition, please be aware that the form cannot be saved mid-

application. Therefore if you are entering a lot of text we recommend that you write up your response elsewhere, save it and then copy and paste the text over.

If you have any issues with the online form please contact lindsey@queensparkcommunitycouncil.gov.uk who will be able to help.

An application process overview can be found in Annexe 1 of this document.

4. Am I eligible to apply for a Council Grant?

You are eligible for funding as long as your project meets the following criteria:

- Projects must result in a positive effect on the Queen's Park community (see Section A)
- Projects must fit under one of the grant themes (See Section B)
- Projects must be eligible to receive money through a Council Grant (See section C)
- Projects must not fit under an excluded activity (See section D)

Section A: Purpose of the grant and result of project

The Community Grant application will demonstrate added value generated by the Grant to people residing in Queen's Park.

Section B: Community Grant themes

All Grants must demonstrate positive outcomes under one or more of the following themes that fit Queen's Park Community Council Policies:

- Benefitting the health and well-being of local residents
- Supporting parents, children and young people
- Supporting adult training including ESOL costs
- Supporting elder citizens and improving quality of life for pensioners
- Assisting individuals in becoming self-employed and getting back into employment
- Improving environmental conditions in Queen's Park
- Supporting resident-led campaigns to address priority issues
- Supporting religious activities as long as they are inclusive of the community as a whole
- Promoting community cohesion

Section C: Eligibility for receiving a grant from Queen's Park Community Council

- *Individuals* wishing to apply must be sponsored by a Queen's Park Community Council Councillor. Details of how to contact your councillors can be found at www.queensparkcommunitycouncil.gov.uk. Individuals must also be sponsored by a constituted organisation within Queen's Park who will accept the grant funding on behalf of the individual for the purpose of the project and distribute the funds to the individual.

- *Unconstituted Community Groups* must show at least five names with signatures participating in the group, 100% of who must live in Queen's Park.
- *Constituted organisations* must provide their latest sets of organisational accounts and a copy of their constitution.
- *Registered Charities* must provide their registered charity number.
- *A constituted organisation that works outside Queen's Park* must show evidence of a working or support partnership with a registered Queen's Park-based organisation, be sponsored by a Queen's Park Community Councillor or signature support from at least ten residents of Queen's Park.
- The Grant cannot directly fund statutory bodies (other than Registered Charities) but, in exceptional circumstances, can match funds expended by a public service in QP where value is added for local residents.

Section D: Excluded activities

The grant CANNOT be used for:

- Individual domestic costs
- Loan repayments
- Political campaigning
- Overseas travel
- Double funding revenue costs already funded by either QPCC or others
- Adding to funds already budgeted for in the QPCC budget
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5. Grant Payment

1. All grant funds will be paid in one instalment subject to the recipient accepting monitoring and evaluation terms and conditions.
2. Where a grant is required for a capital item (*e.g. equipment*) a pro-forma invoice from a proposed supplier must be included either in the Grant Application or prior to payment.
3. Where a local individual or group requires banking and financial management support, QPCC or its nominated body will provide such support.

Annexe 1 - Application & Award Process

