



# QUEEN'S PARK COMMUNITY COUNCIL

## Community Grants Programme Guidelines and Terms and Conditions

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### About the Community Council's Grants Programme

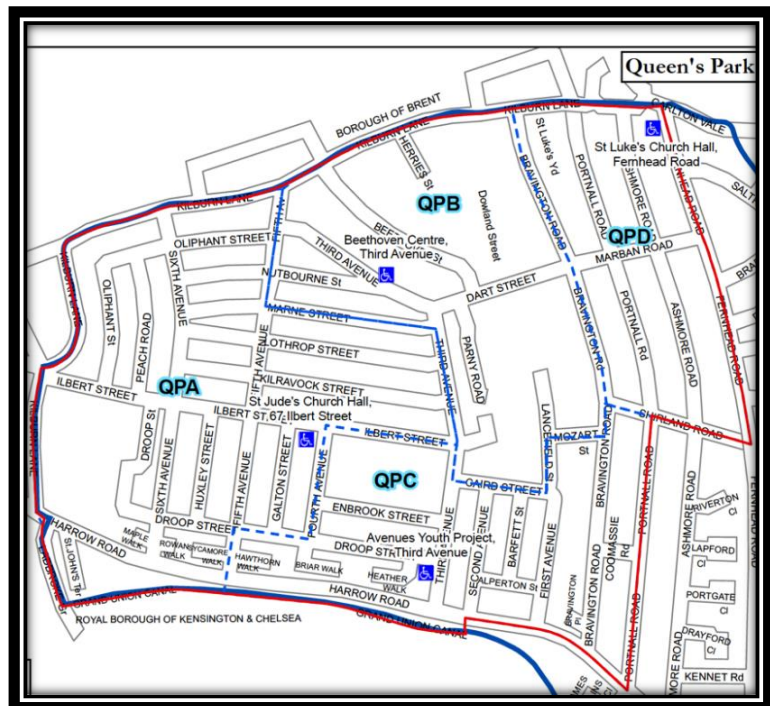
QPCC has two Grants Programme: The Community Grants programme and the Pop-up Grants Programme.

The **Community Grants Programme** accepts applications ranging from £200 - £3,500 for projects, activities and one-off events that deliver demonstrable benefits to the residents of Queen's Park ward, Westminster. See the grant themes (below) for more information.

The **Pop-up Grants Programme** is intended for individuals living in Queen's Park Ward, Westminster. The programme provides funding up to £200 for projects, events or activities that align with QPCC's grant themes.

Initiatives can be open to the entire community or be targeted at specific groups, e.g. children or older people, so long as they are inclusive to all within that group.

It is preferred that projects, activities or events take place at a location within the Ward. The map shows the area covered by the Grants Programme.



### Principles of the QPCC's Grants Programmes

- QPCC's intention is that the Community Grants Programme fund allocated in the annual budget is spent on local initiatives for the benefit of Queen's Park residents.
- The primary interest is in locally-driven initiatives that empower the local groups that carry them out, while also bringing benefits to residents. As a lesser priority, QPCC may also fund initiatives led by agencies from outside Queen's Park where the need and benefit to residents in Queen's Park are clear.
- The support of officers and Councillors is available to help ensure that applications are of sufficient quality are received, so that whenever possible the whole grant fund is spent for the stated purpose.

### Grant themes - what are we looking for?

QPCC will fund projects that are aligned with the Community Council's vision for Queen's Park, which is to improve the area and develop a more prosperous

community. Your project will need to demonstrate positive outcomes under one or more of the following themes that fit the Council policies:

- Benefitting the health and well-being of local residents
- Supporting parents, children and young people
- Supporting adult learning (including for example ESOL costs)
- Improving quality of life for older residents
- Supporting individuals in becoming self-employed or in getting back into employment
  - Improving environmental conditions in Queen's Park
  - Supporting resident-led campaigns to address priority issues
  - Promoting community cohesion

We are keen to support smaller organisations and projects that are starting up, and/or initiatives that may not readily attract funding elsewhere. Whilst larger organisations are welcome to apply, we may take your organisation's income into consideration as part of our overall decision.

#### Application review criteria

A Grants Panel made up of Residents, Councillors, and Council officers will review your application against the following criteria:

- Has the application provide information that evidences the need the event, project or activity proposes to address? Is there some information that demonstrates a problem (e.g. traffic data, census data)? Has your group carried out a survey or an evaluation that identifies a gap? Perhaps the people you are hoping to work with have some views on the need for the project? Please contact us if you would like advice on how to gather and organise this evidence.
- We encourage applicants to think about the long-term sustainability of their project. Whilst successful applicants may be invited to reapply, we would like to see the programme benefit a diverse range of projects and funding is not guaranteed. Please tell us about how you will make your project sustainable, if appropriate, in your application.
- Does the project have a realistic aim which will bring genuine benefits to the community?
- If the aim is realistic, are the proposed actions also realistic, and clearly linked to the aim?
- Will there be a sufficient impact as a result of the activity? This could apply to a large number of people, or making a big difference for a small number of people.
- Does the application give convincing detail about how the project will be delivered, showing that it has been properly thought through?
- Is the project likely to demonstrate value for money?

## Who can apply?

### Voluntary and Community organisations

You can apply to the Community Grants Programme if you represent a voluntary, not-for-profit or community organisation which is based and / or operates in Queen's Park, including:

- Registered charities
- Community interest companies (CICs)
- Social enterprises.

Applications from incorporated organisations must state the legal name and registration number (Companies House or Charities Commission) and it is expected that their regulatory submissions will be up to date. Applications must include a copy of both the constitution, the latest set of approved accounts and a safeguarding policy.

### Individuals and un-constituted groups

You can also apply as an individual or un-constituted group, and must be living, working or operating in the Queen's Park ward. Certain criteria apply with regard to the amount you can apply for and receiving funds.

### Representation

Where a person submits an application on behalf of an organisation they must confirm that they have the authority to do so.

### Exclusions

Grants cannot be approved for:

- the running costs of a statutory body. However, a statutory body can apply for funding for a one-off project.
- an organisation whose purpose is to generate profits primarily for private distribution.
- Work on property related to the affairs of the church, an ecclesiastical charity or other religious organisations or charities.
- Activities that may appear to be designed to support a political party.
- projects proposed by constituted organisations where more than 25% of the requested funds are intended for staff cost.
- Projects proposed by individuals or un-constituted groups where any of the requested funding are intended for staff costs.

### What we can fund

- Volunteer and staff costs (max 25% or requested funding)
- Hall hire
- Small capital projects
- Transport

### What we can't fund

- Individual domestic costs
- Welfare grants
- Loan repayments
- Political campaigning
- Overseas travel

- One-off events
- Equipment
- Event licenses
- Refreshments
- Insurance
- Utilities / running costs
- Training costs
- Double funding revenue costs already funded either by QPCC or others
- Activities that have already taken place.

## When to Apply

### Community Grants Programme

There are two rounds of applications to QPCC's Community Grants Programme. Spring Round: Deadline 23:59pm, 28<sup>th</sup> February annually. Decisions made in March. Autumn Round: Deadline 23:59pm, 31<sup>st</sup> August annually. Decisions made in October.

### Pop-up Grants Programme

Application to the Pop-up Grants Programme are accepted on a rolling basis throughout the year. Ideally you should submit your application at least 6-8 weeks in advance of the proposed project / event date.

## How do I apply?

You can download an application form from the Council's website ([www.queensparkcommunitycouncil.gov.uk](http://www.queensparkcommunitycouncil.gov.uk)) or, by requesting to pick up a hard copy from Office 1, Beethoven Centre, Third Avenue, W10 4JL.

Applications must be returned by the relevant deadline via email to [grants@queensparkcommunitycouncil.gov.uk](mailto:grants@queensparkcommunitycouncil.gov.uk) or to the office.

Applications sent by email should receive a response confirming receipt. If you hand in a hard copy to the office, we will confirm receipt via email or by phone. If you do not hear back from us within five working days, please contact the officer.

**Incomplete forms may be rejected. Forms submitted after the deadline cannot be accepted: in such cases we may contact you to ask if you wish your application to be considered in the subsequent funding cycle.**

**If you have any questions** about your eligibility or how to present your project, please contact the officers for an informal conversation. We may be able to help you shape your ideas, align them with the objectives of the Community Council, or advise how they can be turned into a practical project.

## Support

Applicants should contact QPCC officer if they require support completing the Grants Application of further information regarding the Grants Programmes.

Email: [grants@queensparkcommunitycouncil.gov.uk](mailto:grants@queensparkcommunitycouncil.gov.uk)

Call: **020 8960 5644.**

Or visit our office: Office 1, Beethoven Centre, Third Avenue, W10 4JL.

## After submission

### Community Grants Programme

All applications to the Community Grants Programme will be reviewed by the Grants Panel, which will make recommendations to the Community Council at the next council meeting. If the Grants Panel is unsure about any aspect of your application, they may ask QPCC officers to seek clarification. The Council takes the final decision on which projects are funded.

### Pop-up Grant Programme

Applications to the Pop-up Grants Programme will be reviewed by Council officers who will make a decision, and report it to the Council in the next grants cycle.

### Project Agreement

After the Community Council or officers have reviewed an application and a decision is made, applicants will receive an email from QPCC officers informing whether the application has been successful or not. After answering any outstanding questions, and agreeing to any additional requirements the Council finds appropriate, successful applicants will be asked to confirm that they accept the funding and conditions of funding, and to complete and return a signed project agreement. The project Agreement includes further terms and conditions to be agreed by the Applicant. Applicants must provide a date for a monitoring and evaluation visit from an officer of Councillor in the project agreement.

### Disbursal of the funds

Grant funds will then be paid, in two instalments, 50% of the funding will be paid in advance upon receipt of an invoice from the applicant, and the remaining 50% of the funding requested will be paid after the return of a completed monitoring form, un receipt of an invoice from the applicant.

### Time frames

We expect this review and decision process to take 6-8 weeks from the application deadline. Therefore, we recommend that your project start no sooner than 12 weeks after the deadline submission day so that you have enough time to plan and promote it.

### Case-studies

The Community Council would also like to build up a portfolio of public case-studies to inspire new grant beneficiaries to apply. If your project is funded, we will speak with you about the most appropriate way to do this throughout the project.

## QPCC Community Grant's Terms and Conditions

- a. **Organisations** - an organisation in receipt of funding must be either non-profit or charitable. Applications will not be considered from private organisations operated as profit-making businesses.
- b. **Individuals and un-constituted groups** - where a project is led by an individual or an un-constituted group, the activities can be funded in certain circumstances up



to a limit of £1,000. Any funds in advance would have to go to a 'sponsoring organisation' or 'banker' – a nominated body with a bank account, for example a constituted organisation or registered charity, that will receive and disburse the funds for the project by agreement. If necessary and appropriate, the Council will act as banker for certain projects, in which case we will pay individuals against agreed receipts, but we cannot pay this in advance. We encourage individuals seeking funding for project ideas to align with or form a community group. The Council officers are willing to advise on this.

- c. **Administration of grant** - the administration of and accounting for any grant will be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council on request, and/or through the monitoring form returned at the end of the project. Funds must be spent within 12 months from the time the money is transferred, unless otherwise agreed by the Council. Grants can only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a variation. Any unspent portion of the grant must be returned to the Council within six months of the end of the financial year in which it was awarded.
- d. **Timing and frequency** - grants will not be made retrospectively. Organisations or individuals may receive only one grant from the **Community Grants Programme in any one financial year**. Receiving a grant from the Community Grants Programme does not prevent individuals also applying to the Pop-Up Programme for a separate project, event or activity. An individual or organisation may receive funds from the Pop-Up Fund up to twice in any one financial year. Applicants to both the Community Grants Programme and the Pop-Up Fund may submit multiple applications in any one financial year if previous ones have been unsuccessful. Ongoing commitments to award grants or subsidies in future years will not be made: a fresh application will be required each year. If you wish to make a subsequent application, we will need to ensure that monitoring information for the first project has been submitted.
- e. **Part-funding** - we are happy to part-fund your project but will need to be satisfied that you have all the necessary funding to allow the project to take place, before releasing our grant.
- f. **Payments for project workers' time** – the Council appreciates that many community projects cannot take place without some of the workers' time being paid for. Grant payments can include appropriate time spent working on a project, but this needs to be fully explained, properly costed and cannot exceed 25% of the requested funding. Such payments cannot be made for projects run by individuals or un-constituted groups or for applications submitted to the Pop-up Grant Programme. Further, where a **councillor** leads on or plays a role in a funded project, they cannot be paid for any of their time spent working on it.



- g. Charging for activities** - whilst it is legitimate to charge participants for proposed activities (for example a small entry fee) the project / event must be not-for-profit and the proposed charges will be taken into consideration by the Grants Panel with a view to their affordability and appropriateness. All proposed charges must be made clear in the proposed budget.
- h. Monitoring and evaluation** – all funded projects will be expected to accommodate at least one monitoring visit from an officer or Councillor. In addition, successful grant applicants must collect some monitoring or evaluation data, by agreement with the officers, and submit this within six months of project completion. In discussion with each project we will seek to ensure that the collection and processing of this data is appropriate, mutually beneficial and not onerous: but some level of data collection is a condition of funding unless specifically waived by the Council. Compliance with data protection legislation is the responsibility of the funded project, not the Community Council. If you need advice on what information to collect or on data protection, please contact the QPCC officers.
- i. Publicity** - all publicity for the project will need to acknowledge support from Queen’s Park Community Council and feature the Council’s current logo. Posters, flyers and other publicity for the project must be sent to the Council at least three weeks in advance to enable the Council to promote the project to the community.
- j. Special conditions** - the Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or in conflict with the Council’s objectives. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- k. Council’s duty** - nothing contained in these conditions of funding shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

## Checklist

	Items	Tick
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1	Read the information in this pack, and give yourself enough time to prepare and complete your application.	
2	Make sure your project benefits the residents of Queen's Park ward, Westminster.	
3	Check whether your project fits under one or more of the grant themes	
4	Think about how to show that your project has support from the wider community.	
5	Check that you or your organisation meet the eligibility criteria, and that we are able to fund your project and its planned activities.	
6	Make sure to include a detailed budget breakdown; that everything adds up; and that you highlight where costs are known and where they are speculative.	
7	Sign and date the declaration.	
8	If you are applying as an organisation, make sure you provide a copy of your constitution, and your most recent annual accounts if your organisation is over 15 months old. If you are applying as a registered charity, please provide your registered charity number.	