

GOSPORT

GBC COMMUNITY FUND

Guidance for making a grants fund application

1 How can I apply for a grant?

The fund is open for local community projects of up to £20,000. The pot is composed of monies from the Community Infrastructure Levy (CIL), which is collected by the Council from developments, as well as additional Council funding. Please read through this Guidance note before you apply. You will find details on all of the questions on the application form, together with the information we are looking for.

Once submitted, your application will be assessed by the Council's Grants Sub-Board, which meets quarterly. Grant funding is limited and all applications will be subject to a competitive process. We will contact you back once the Grants Sub-Board has made its decision on your application. Unsuccessful applications will be eligible to apply again, subject to any recommended alterations.

2 What are we looking for?

The Community Fund has four funding priorities, listed below. Tell us in your application how you help address at least one of them.

- Enhancing community places and spaces;
- Bringing people together and building stronger communities;
- Improving sustainability and tackling climate change;
- Tackling poverty, deprivation and isolation;

Funding awards will be looked on more favourably where applications can demonstrate:

- ✓ A strong evidence of need.
- ✓ Evidence that the proposed approach is likely to achieve the desired outcomes.
- ✓ The application does not contain high revenue costs that cannot be sustained long term.
- ✓ That a lasting benefit can be achieved.
- ✓ It meets more than one of the four funding priorities referenced above.
- ✓ Match funding is provided.
- ✓ Public benefit outweighs any private gain.

3 What can the funding be spent on?

The fund is composed of both a Neighbourhood CIL pot and Council funded pot. Under the CIL regulations, the CIL monies should be spent on infrastructure-led projects (such as repairing a roof, installing energy efficient windows, refitting a community centre etc), while the Council funding has wider scope. The Grants Officer will choose the most appropriate pot for your bid.

Applications can therefore be made for the following items:

Requirement	Supported
Infrastructure projects	✓
Capital projects	✓
Equipment	✓
One-off events ¹	✓
Staff and volunteer costs ¹	✓
Training costs ¹	✓
Transport ¹	✓
Utilities / running costs ¹	✓
Maintenance ¹	✓
Fundraising activities ¹	✓
Non-recoverable VAT	✓
Statutory activities (such as school, hospital and council functions)	At the discretion of the Board
Contingency costs, loans or interest	✗
Paying someone to write your application	✗
Political or religious activities	✗
Alcohol or banned substances	✗

¹We will only contribute towards these items for a period of up to 1 year.

4 What questions will I be asked in the application and how do I complete them?

This section explains all the questions within the application form and provides further details on how to complete them.

Number	Question	Explanation
1	ABOUT YOU AND YOUR ORGANISATION	
1.1	Name of organisation	This is the full legal name of the organisation applying for the funds.
1.1	Organisation address and postcode	This is the full address of the organisation applying for the grant, as named above.
1.2	Name of main contact	The person with the legal responsibility for delivering the project. This should be the person who knows about the project in case we have any questions about your

		application.
1.2	Address and postcode	The full address of the person with legal responsibility for the project.
1.2	Tel no. and email	A number we can contact the main person on during working hours. The main person's email address – we will send all email correspondence here.
1.3	Name of second contact	Name of a second contact for the organisation, who we may speak too in the main contacts absence.
1.3	Address and postcode	The full address of the person we may speak to about the project, in the main contact's absence.
1.3	Tel no. and email	A number we can contact the second person on during working hours. We may copy the second contact into email correspondence too, or email them directly if needed.
1.4	Type of organisation	Please tell us whether your organisation is either a: <ul style="list-style-type: none"> • Voluntary organisation • Social Enterprise • Association or club • Society • Registered Charity (please provide number) • Community Interest Company (please provide number) • Company Limited by Guarantee (please provide number) • Other (please describe)
1.4	What is the purpose of your organisation?	In no more than 30 words please describe what your organisation does and its aims and objectives.
1.4	In which areas of Gosport does your organisation work?	Please let us know if your organisation serves the whole of Gosport or specific areas of it? Please list wards if known.
1.4	Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	Please indicate if any councillors, officers, or other person connected with Gosport Borough Council have a role or interest in your organisation, are related to anyone within your organisation, or if your organisations has any contracts with the Council. If yes, please state their name and role and/or contract.
1.5	If your organisation is involved with children, young people or	Please tick if you have a safeguarding policy in place. If you are applying for a project to work with children, young people or vulnerable adults, you <u>must</u> have a

	vulnerable persons, please tick if you have a safeguarding policy in place (if applicable)	policy that explains how you will make sure they will be safe. Spot checks may be carried out.
1.5	Please tick if your organisation has an equalities and diversity policy in place (if applicable)	Please tick if you have an equalities and diversity policy in place. If you are applying for a project to work with the public you will be expected to apply a proportionate equalities and diversity policy. Spot checks may be carried out.
1.6	Relevant property interest	<p>If your project involves property, please let us know if you own the freehold, leasehold, tenancy or other interest in the property.</p> <p>For leaseholds and tenancies we require an unexpired term of 5 years or more and a letter of support from the landlord for the project.</p> <p>If your project does not involve any property please tick 'not applicable'.</p>
2	ABOUT YOUR PROJECT	
2.1	Project for which grant is sought	<p>This is where you can tell us about the project.</p> <p>Remember, the board may not know about your project so you will need to give them relevant information about this, even if you think they do know about it. The project is what you are applying for the funding for.</p> <p>You should include:</p> <ul style="list-style-type: none"> • What the aim of the project is – what you expect to gain from the project, e.g. any changes and/or improvements you hope to achieve • Some background about the project • How it will benefit the local community • Evidence that there is a need for your project • How you will involve the beneficiaries • What support you have for the project from service users/the community <p>Please write your answer using a maximum of 200 words.</p>
2.2	Delivering fund priorities	<p>Tell us how your project meets at least one of four priorities:</p> <ol style="list-style-type: none"> 1. Enhancing community places and spaces 2. Bringing people together and building stronger

		<p>communities</p> <ol style="list-style-type: none"> 3. Improving sustainability and tackling climate change 4. Tackling poverty, deprivation and isolation <p>Decide which priority (or priorities) your project fits into and explain how. Please write your answer using a maximum of 100 words.</p>
2.3	Please provide the name of any architect / other professional advisors	Please list the name, address and contact details of any professional person who is assisting you with proposal. This could be an architect, surveyor, interior designer or another professional service.
3	COSTS AND FUNDING	
3.1	What is the total estimated cost of your project?	<p>Please provide an overall figure for the estimated total cost of your project. This should include grant funding, match funding, internal funding and in kind contributions.</p> <p>Please include any liable non-recoverable VAT on quotes/items etc. Funding will only be paid towards VAT which you are unable to recover.</p> <p>It is up to you to determine the VAT status of your project. We will seek the repayment of grant towards VAT costs which you are subsequently able to recover.</p>
3.2	How have the project costs been calculated?	<p>Please explain how the total cost of your project has been calculated. This should include an explanation on whether you have sourced a fixed quote, or a Quantity Surveyor (QS) estimate etc.</p> <p>Please note that if the project is under £5k only one quote/tender is expected. If the project is £5k or above, then three quotes/tenders are required.</p> <p>A breakdown of project costs is required, which may require the affixing of a separate sheet. Please show if your budget includes any professional fees, contingency or VAT allowances.</p>
3.3	Grant request	Please tell us how much grant funding you are requesting and what percentage that is of the overall project costs.
3.4	Match funding	If any match funding is being provided, please provide a breakdown of whether the funding is coming from your organisation's own resources, from other grants, from loans, or whether any in kind contributions will be

		provided.
3.5	Please confirm if the project would support a statutory activity, and if so, why funding is not available through the usual streams.	A statutory activity is one which is normally delivered by Government bodies such as schools, the NHS and councils.
3.5	If people benefitting from the project will be required to make any contribution towards the cost, please outline how much and what they will receive.	If yes, please provide details of how much they will be required to contribute and what benefit they will receive for this. If no, please write 'no'.
3.5	Please provide details of any ongoing costs associated with your project and how they would be sustained long-term.	Should your project have any expected ongoing costs, such as staff salaries, maintenance or advertising, please explain how you intend to fund those after the funding period has finished.
3.5	Please confirm whether your organisation would be willing to allow other groups and individuals to make use of any funded equipment or infrastructure, and if so, whether a charge would apply.	Please indicate, and confirm if you would permit other groups or individuals to make use of the infrastructure, and whether a charge will apply.
4	TIMETABLE AND PROJECT MANAGEMENT	
4.1	Please tell us when your project will start and finish	When will the project start and finish? Funds must be used within 24 months of the start date of the project.
4.2	Please tell us who will be responsible for managing your project	Please list the name and contact details for the individual who will be managing your project. If you have appointed a professional person, such as an architect, it is likely to be them.
4.3	Consents	Please let us know if your project is dependent upon gaining any forms of consents to progress. This could be planning permission, an events licence, or Listed Building Consent. If any consents do apply, please let us know what stage

		the process is at and the likelihood of gaining consent.
5	SUPPORTING DOCUMENT CHECKLIST	
5.1	Relevant insurance policies for your organisation and project – e.g. Building Insurance, Public Liability (if applicable)	<p>Please attach copies of relevant insurance policies for your organisation and project. This includes:</p> <ul style="list-style-type: none"> • Building Insurance – if you project includes investment in a property. • Public Liability – if your project involves the general public, such as training or events. • Employer Liability – if you intend employ anyone as part of your project. • Professional Indemnity – if your project is using any professional services, they should have Professional Indemnity. <p>Please attach any other insurance policy should you feel it is relevant to your project.</p>
5.1	Relevant ownership documents (if applicable) such as Land Registry ownership documents or lease - If a leasehold, a letter of support from the landlord for the project	If your project includes a property, we would like to see evidence of your ownership or lease. If you hold a leasehold or tenancy, we would like to see at least 5 years unexpired term and a letter of support from the landlord for the project.
5.1	Evidence of any match funding for the project (if applicable)	If your project includes any match funding, please attach evidence. This could be a letter of confirmation or email from the funding body, or a copy of a bank statement showing organisational funds are available.
5.1	Headed paper showing the community or business bank account you would like the funds to be transferred to	<p>We request a copy of a bank statement or other official headed paper showing which account you would like the funds to be transferred to, should you be successful.</p> <p>Please note that this needs to be a community or business bank account, not a personal one. We will verify the accounts before any payments are made.</p>
5.1	Drawings of the proposed works – generally to RIBA Work Stage 4 (if applicable)	If you have had any professional drawings done of proposed works, please affix. Ideally these drawings will be to RIBA Work Stage 4 but other drawings may be acceptable too.
5.1	Photographs showing the site and relevant areas where work is required (if applicable)	If your project relates to a building or space, such as a repair to a roof, please submit photographs of the area your project will apply too.
5.1	Quotes/tenders and	Please attach copies of any quotes or tenders for items

	evidence of how these have been identified	<p>or services associated with your project, and evidence of how you identified that supplier.</p> <p>For projects under £5k we would expect to see at least one quote/tender. For projects of £5k and above, we would expect to see at least three quotes/tenders. If you are not going for the lowest quote, please explain why.</p>
5.1	Details of your professional team and the process used for their appointment (if applicable)	If you are employing any professional services as part of your project, such as an architect, please provide us with their details and explain the process for how they were appointed.
5.1	Details of any required planning permission, permits or consents (if applicable)	If your project is contingent upon receiving any consents to proceed, such as planning permit, an events licence, or Listed Building Consent, please list details.
5.1	Details of how you will look after your project in the longer term	We expect projects to be sustainable going forward. Please attach details of how this will be maintained, such as a volunteering schedule, a new maintenance regime, or improved finances.
6	YOUR DECLARATION	
6.1	Name (s)	<p>Please confirm the name of the main applicant named in paragraph 1.2, who is legally responsible for the delivery of the project.</p> <p>If there are several individuals in the delivery of your project, please list all names.</p> <p>If the applicant is a body (organisation), an authorised representative of that body should sign and should name their post in the body.</p>
6.1	Position held (organisations only)	List the positions of the individuals named in this declaration within your organisation.
6.1	Signatures (s)	Please can the people named sign the document, confirming that the information on the application form and supporting information is true and complete to the best of their knowledge.
6.1	Date	Please add the date of signature.

If you need any further guidance please contact the Grants Officer at gbcgrants@gosport.gov.uk

DATA PROTECTION

We use the personal data you provide, such as contact details for individuals at your organisation, to manage and monitor the grant, carry out evaluations and research, and to check that funding is being used appropriately. Such data will be held in line with the requirements of the Data Protection Act 2018, the General Data Protection Regulation and any other applicable or successor legislation.

We require that you as a party also comply with and assist with the requirements of such legislation, including assisting Gosport Borough Council in undertaking its data protection responsibilities.

Gosport Borough Council's full Data Protection Privacy Notice can be viewed here:

<https://www.gosport.gov.uk/dataprotectionprivacynotice>