

**GRANT AID 2011/12
GUIDELINES FOR APPLICANTS
SMALL GRANTS – up to £750**



The Voluntary Sector Unit is a specialist unit within the Council that provides help, advice and support for voluntary organisations working in the Borough.

We hope that these guidelines will answer the main questions you may have but if you have any queries or need further advice or help, please do not hesitate to contact the Voluntary Sector Unit on 020 8547 6068 / 6072 or:

Voluntary Sector Unit,
Guildhall, Kingston upon Thames, Surrey, KT1 1EU

IS MY ORGANISATION ABLE TO APPLY FOR A GRANT?

Organisations applying for grants must have:

- **A constitution** or set of rules setting out the organisation's aims and objectives
- **A management committee** or equivalent of at least 3 members
- **Bank or building society account** in the name of the organisation (with at least two signatories).
- **An accounting system** such as annual accounts to record income and expenditure.

In addition, work should directly benefit residents of the Royal Borough of Kingston.

WHAT GRANTS ARE AVAILABLE?

Grants of **up to £750** are available.

Applications can be made for one-off projects/events or running costs, although groups are encouraged not to become dependent upon funding from the Council in the long term. Applications are particularly welcome from groups which have raised some funds by their own efforts and can demonstrate why full costs cannot be met from fees from users/members.

Projects can be for activities which benefit local residents including arts, sports, youth and cultural activities as well as for older people, disabled people and families.

We encourage people to apply only for the grant type which is most appropriate to their organisation (contact us if you are not sure). Other grant types that might be appropriate are:

Annual Project Grants – Grants between £750 and £3,000 for organisations working on projects which meet or complement the Council's priorities and plans.

Neighbourhood Grants - Grants of up to £750 for organisations and projects which primarily benefit residents of *one* of the four Kingston Neighbourhoods: Kingston, Maldens and Coombe, Surbiton or South of the Borough.

DEADLINES

Applications must be received by no later than **January 28th 2011**. It is unlikely that applications received after this date will be awarded any grant.

IS THERE ANYTHING THE COUNCIL WILL NOT FUND?

The council will **not** normally fund:

- Major building work
- The purchase of minibuses
- Medical equipment or research
- Projects or activities whose primary purpose is to promote religion. However, applications are welcomed from religious organisations to carry out work in the community that is not primarily of a religious nature and does not exclude people from other faiths.
- Activities that will have already taken place by the time a decision is made.

WHAT HAPPENS TO YOUR APPLICATION?

We will acknowledge receipt of your application by e-mail if you have provided an e-mail address, or in writing if not.

All applications are assessed by a Grants Officer from the Voluntary Sector Unit and relevant specialist officers in the Council (e.g. Principal Officer for Sports, Youth, Arts etc). We will contact you if we have any queries about your application or if we need to clarify any of the information you have provided.

A report on each application is prepared for the relevant Departmental Director. The report will include an assessment of the application by officers, together with a recommendation about the level of grant. A copy of this report is sent to all applicants once a decision has been made.

Decisions are expected in April 2010 and we will write to you as soon as possible to let you know the outcome. If a grant has been awarded, you will be asked to sign and return a list of conditions that apply to your grant along with a bank statement (which will be returned). Once these have been received your grant will be paid direct into your organisation's account.

All grant recipients are required to complete a monitoring form once the grant has been spent. No grant will be paid until any outstanding monitoring forms have been returned.

OTHER SUPPORT AVAILABLE FOR VOLUNTARY AND COMMUNITY GROUPS

As well as administering the Council's grants programmes, the **Voluntary Sector Unit** also aims to develop partnerships and external funding opportunities and to develop and enhance the Council's working relationships with Kingston's voluntary sector. This includes:

- providing support and advice on capacity building, organisational development and help to meet the requirements for strategic three year funding;
- supporting partnership projects between the Council and voluntary and community organisations and encouraging organisations to work together;
- providing advice and guidance on child protection issues and help with Criminal Records bureau checks;
- maintaining and supporting the Children's Network which brings together organisations working with children and young people to share information and develop good practice.

The Unit can be contacted on 020 8547 6068/6072/6005/6024.

Full details about the Unit's work, including details about all our grants programmes, can be found on the Royal Borough of Kingston website at: www.kingston.gov.uk/voluntary_sector

Kingston Voluntary Action (KVA) is a local umbrella body for the voluntary sector and can give advice about how to set up and run a voluntary organisation and how to apply for funding from a range of funding bodies. KVA can be contacted on 020 8255 3335.