

NEIGHBOURHOOD GRANTS 2011-12 GUIDELINES FOR APPLICANTS



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 6072/6005 or:

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

IS MY ORGANISATION ABLE TO APPLY FOR A NEIGHBOURHOOD 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 over 55% of an organisation's members/users should live in one of the Borough's four Neighbourhoods.

WHAT GRANTS ARE AVAILABLE?

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

Grants are available for organisations and projects which provide activities and services for the benefit of residents in one of the Borough's four Neighbourhoods:

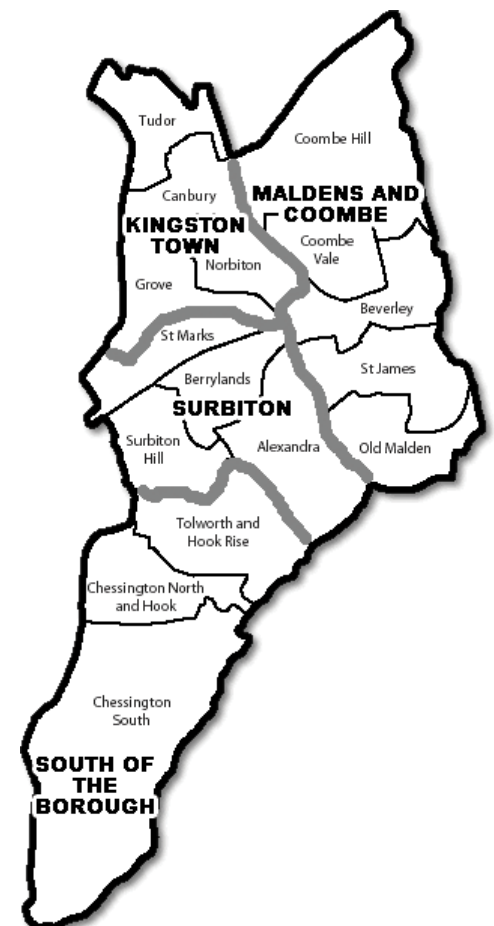
- Kingston
- Maldens and Coombe
- Surbiton
- South of the Borough

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. New groups will be particularly welcomed, as will 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, environmental, youth, play and leisure, cultural activities as well as for older people and families.

DEADLINES FOR APPLYING

This is a rolling grants programme, Neighbourhood Committees meet throughout the year and decisions usually take about two or three months from the receipt of an application.

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WHAT HAPPENS TO OUR APPLICATION?

We will acknowledge receipt of your application by e-mail if you have provided an e-mail address, or in writing if not, and let you know the date of the Committee meeting when your application will be discussed.

All applications are assessed by a Grants Officer from the Voluntary Sector Unit and relevant specialist officers in the Council (e.g. Principal Sports Officer or Principal Arts Officer). 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 Neighbourhood Committee. The report will include an assessment of the application by officers, together with a recommendation about the level of grant.

A decision is made by Councillors at the Neighbourhood Committee, which members of the public are welcome to attend. Once minutes have been published there is a five-day period when decisions can be called-in for review.

You will be notified of the Committee's decision in writing and, if a grant has been awarded, asked to sign and return a list of conditions that apply to your grant. Once this has been received your grant will be paid.

All grant recipients are required to complete a monitoring form once the grant has been spent.

Full details about Neighbourhood Grants, and our other grants programmes, can be found on the Royal Borough of Kingston website at:

www.kingston.gov.uk/grants

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 6072/6005.

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.