

Please note that the RBK Corporate Grants Programme is currently being reviewed and therefore any Strategic, Development, Project and Small Grants awarded for the year 2012/13 will be for ONE YEAR ONLY.

Any future grants will be subject to the outcomes of the review.

RBK is committed to investing in the local voluntary and community sector organisations (including social enterprise) to enable them to engage in designing and delivering public services and in developing the One Kingston approach to Localism. Residents in Kingston have every right to expect the highest quality local services and we believe that the voluntary and community sector has a significant role to play in making Kingston a good place to live, work or visit.

Voluntary and community organisations will be considered for funding if they can demonstrate that they contribute to improving outcomes for Kingston residents in one or more of the objectives in the Kingston Plan www.kingston.gov.uk/commtypplan_aw18.pdf and *Destination* Kingston.
http://www.kingston.gov.uk/information/your_council/council_documents.htm

The table below provides some examples of the kinds of activity that could contribute to achieving the Kingston Plan Objectives. You would need to demonstrate the outcomes your organisation could achieve to make that contribution.

Kingston Plan Objective	This might include (examples only):
Objective 1 Tackle climate change, reduce our Ecological Footprint and 'reduce, reuse and recycle'	Saving energy, promoting alternative and renewable energy, reducing Carbon emissions, increasing recycling and promoting and supporting greener lifestyles in the community.
Objective 2 Ensure the sustainable development of our borough and the promotion of sustainable transport	Reducing the need to travel, promoting the use of public transport, cycling and walking, developing community transport and transport for disabled and older people.
Objective 3 Protect and improve the quality of our local environment	Reducing pollution and maintaining or improving natural resources through conservation and sustainable consumption, developing community spaces, community gardens and allotments.
Objective 4 Sustain and share economic prosperity	Increasing employment opportunities and helping people back to work, including support for English for speakers of other languages, affordable childcare options, activities to reduce child poverty.
Objective 5 Raise educational standards and close gaps in attainment	Providing support services for children, young people and families, particularly those that prevent problems from getting worse, play activities, youth activities.

Objective 6 Increase supply of housing and its availability	Preventing homelessness and providing support for vulnerable people
Objective 7 Make communities safer	Tackling substance misuse and providing diversionary activity and early intervention to prevent young people becoming victims of crime or offenders
Objective 8 Improve overall health and reduce health inequalities	Increasing participation in healthy activities and reducing levels of harm, improving access to services for marginalised groups, promoting healthier lifestyles and reducing harm from alcohol and drugs.
Objective 9 Support people to be independent	Enabling vulnerable adults to achieve independent living and improve wellbeing in the community, including support for carers
Objective 10 Encourage people to take an active part in the social and cultural life of the community	Building the capacity of the VCS and promote community involvement, including developing social enterprises, social and cultural activities, sport (Olympics), events; particularly around involving targeted and/or excluded groups such as young people, the elderly, disabled people, people with learning disabilities and BME groups

In addition, we expect organisations to take proper account of how their services/activities tackle:

- Inclusivity – organisations need to ensure that their services can be accessed by the whole community as and when the need arises irrespective of gender, race, disability, religion etc
- Accessibility – organisations need to ensure that disabled people are able to use the service provided as well as people for whom English is not their first language
- Focus on disadvantaged/isolated groups¹

¹ Groups that the Council view as being vulnerable/disadvantaged or in danger of social exclusion can be described by the following equality strands – older people, young people, disabled people, black and minority ethnic communities, gender including transgender, religion or beliefs and sexual orientation. We also consider carers, people/families on low incomes homeless, refugees and asylum seekers and young offenders or those at risk of offending to be within this group.

Small grants

Applications can be made for one-off projects/events or running costs up to a maximum of £750, 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.

Requests for funding far exceed the amount of money available. To give your organisation the best chance of being supported the following pointers may help:

- Make sure you demonstrate a need for your project eg by consulting with existing or potential users
- Involve users and members in the planning of the project
- Look at ways to raise additional funds and resources
- Make sure your project is well costed. We fully support the principle of full cost recovery and encourage all applicants to make sure that all project costs have been taken into account including management time, volunteers and any other running costs.
- Be realistic about the amount you apply for.
- Review the level of unrestricted reserves in your organisation's accounts. We are unlikely to fund any organisation with unrestricted reserves in excess of 12 months' running costs unless there are special circumstances.

Is my organisation eligible to apply?

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 three 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

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 (however, disability equipment and adaptations are eligible)
- Projects or activities whose primary purpose is to promote religion. However. Applications are welcomed from religious organisations to carry out work with 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 the decision is made.

Deadlines

The deadline for submitting Small Grant applications is **Monday 30 January 2012**.

What happens to your application?

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

All applications are assessed by an officer in Strategic Business and relevant specialist officers in the Council. 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 and a recommendation is submitted to the Council's Policy and Resources Committee, which makes a final decision. Policy and Resources Committee meetings are open to the public. A copy of the assessment report is sent to all applicants once a decision has been made.

Decisions are expected in March 2012 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 an original bank statement (that 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.

Conditions of the grant award

All organisations awarded a grant must agree to our standard grant conditions:

- Use the grant only for the purpose for which it was awarded.
- Complete a grant monitoring form about your use of the grant. We will send you the form later in the year.
- Operate with a commitment to Equal Opportunities issues in relation to your workers, volunteers and users.
- Comply with the Local Government Act 1986 (Section 2) which prohibits local authorities from giving funding or assistance to others to publish material that appears to influence people's support for a political party.
- Tell us if your organisation either closes or does not operate for any significant period during the grant aid year.
- Acknowledge the Borough's financial support in any related publicity material.

In addition to the standard conditions listed above, additional special conditions may be added to your grant award. All conditions will be laid out in the offer letter.

Further help and support

Advice and support for local voluntary and community organisations is also available from Kingston Voluntary Action, Siddeley House, 50 Canbury Park Road, Kingston KT2 6LZ
www.kva.org.uk

If you have any queries, please contact the Voluntary and Community Sector Team, Strategic Business, Royal Borough of Kingston, Guildhall, High Street, Kingston KT1 1EU.

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