

**GRANT AID 2009/10  
GUIDELINES FOR APPLICANTS  
STRATEGIC & DEVELOPMENT GRANTS**



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.**

**GRANT CRITERIA**

Strategic grants are aimed at organisations working in a strategic way within the Borough: by working together with other agencies, developing partnerships and leading on new developments in their areas of interest. **Organisations will be considered for longer term funding for a contribution to their core running costs where one or more of the following applies:**

- Where the organisation's activities match the objectives of the Council (see Council Priorities listed below) but the organisation is able to deliver them more effectively than the Council;
- Where the organisation's activities complement the work of the Council and its objectives;
- Where the Council wishes to assist a particular target group;
- Where the value of the organisation is recognised and the Council wishes to support its role.

Organisations entering into longer term funding arrangements would have to make a commitment to:

- Providing accessible services which target need or meet identified demand, including consulting regularly with their users and members;
- Producing a three year Business or Development Plan, which includes systems for effective financial management;
- Working towards meeting quality standards and appropriate performance measures (through use of external quality systems, e.g. PQASSO, Investors in people (IIP), guidance issued by national organisations or the Community Legal Services Quality Mark for advice agencies);
- Meeting health and safety standards;
- Fundraising, including seeking external funding;
- Assisting the Council and its partner agencies to make policy decisions;
- Developing environmental good practice, e.g. use of recycled paper;
- Implementing child protection policies, for organisations working with children and young people, including Criminal Record Bureau checks for all staff and volunteers.

Core operational costs are defined as key staffing costs, rent and other running costs. The level of the Council's contribution would depend on the organisation's other income, its potential to raise further funds and the level of its unrestricted or free reserves. The aim of this funding is to give key local organisations some financial stability, which would give them a sound base from which to develop their services.

Where organisations are not yet able to meet these criteria but would wish to be considered for longer term funding in future, a **Development Grant** may be awarded. Support and training will then be offered by Kingston Voluntary Action and Council officers to assist organisations to meet agreed targets. Grants to these organisations could include an element for training and development costs.

**Please complete the application form for Strategic Grants and we will decide whether a Strategic Three Year Grant or a One Year Development Grant is more appropriate.**

## **COUNCIL PRIORITIES**

The following is a summary of Council priorities and applications are expected to meet one or more of these. All applicants are encouraged to speak to a relevant Council Officer prior to submitting their application to ensure that their application meets one of the Council's priorities.

### **General Priorities:**

- 1) Projects which promote social inclusion – accessible services/activities, particularly for people with disabilities and disadvantaged groups.
- 2) Projects which develop services and activities that will meet the needs of the most vulnerable members of society\*.
- 3) Projects which promote cultural diversity in the Borough and provide a wide range of cultural activities.
- 4) Projects which raise awareness about the environment and healthy living.

\*Groups that the Council view as being vulnerable or in danger of social exclusion include: black and minority ethnic communities, carers, families on low incomes, homeless people, older people, people with mental and physical disabilities, refugees and asylum seekers, and young offenders or those at risk of offending.

### **Arts Priorities:**

- 1) Provide opportunities for young people, aged 11-18, to enjoy and participate in high quality arts events or projects. Applicants will be expected to explain how they will involve young people in the planning of such events and how they will be evaluated, including expected outcomes in terms of numbers participating, sessions/performances taking place and specific benefits. The grant may be conditional on a commitment to such evaluation. Preference will be given to projects that target young people who have relatively few opportunities to engage with the arts and, ideally, that can in part be enjoyed by the wider community.
- 2) Provide opportunities for people to enjoy artistic events of a high quality, especially those that are promoted in a way that makes them as accessible as possible (such events are likely to have a professional element, although work of a professional standard would satisfy this criterion even if it was not provided on a fully professional basis).
- 3) Provide good quality arts projects and events that meet the needs of people who, for whatever reason, may not be able to take advantage of "mainstream" provision.
- 4) Contribute to improved access to arts venues and spaces through physical improvements, signage and information.
- 5) Contribute to the development of schemes that enable artists and creative people to have their professional base and premises in the Borough.

## **Community Language and Cultural**

- 1) Provide community language teaching which enhances people's understanding of their own culture and/or religion (a Community Language is described as a mother tongue spoken by one or both parents in the home).

## **Environmental Priorities:**

Applications for environmental projects should meet *all three* of the following criteria:

- 1) Increase environmental knowledge and understanding.
- 2) Address one or more of the following aims:
  - reduce waste and increase recycling
  - save energy, promote alternative and renewable energy, and cut emissions of Carbon Dioxide
  - reduce the need to travel and promote the use of public transport, cycling and walking
  - cut pollution and encourage improvements to the quality of air, water and land
  - maintain or improve natural resources through conservation and sustainable consumption
  - protect and enhance biodiversity and the natural environment
  - involve the community in environmental action
- 3) Be compatible with the aims of Sustainable Development, which brings together:
  - environmental protection and enhancement
  - quality of life – both material wealth and social and cultural well-being
  - providing for the future
  - equity and fairness – between individuals, generations and countries

## **Events and Tourism Priorities:**

- 1) Support a wide variety of high quality cultural and entertainment activities that are accessible to, and involve, all members of the local community.
- 2) Promote tourism with the Borough.

## **Play Priorities:**

Applications for projects related to children's play should meet *both* of the following criteria:

- 1) Actively work towards including children: with disabilities and special needs, with English as an additional language, with anti-social behaviour, from low income families, from refugee families or children displaying challenging behaviour.
- 2) Be able to show that they have either already had success in this work or, if not, an action plan to show how they plan to include these children in their groups in the future.

In addition we are unlikely to fund any group for play activity if they are not registered, or in the process of registering, with Ofsted (if they are able to be).

## **Social Welfare:**

Applications for social welfare grants should demonstrate how the organisation or project meets national and local priorities as follows:

- 1) For Adult social care, the Joint Choosing Health Implementation Plan and related strategies for particular client groups, e.g. older people or people with mental health problems and the Independence and Wellbeing Strategy 2008-11.
- 2) For services for children and families, the current Children and Young People's Strategic Plan.

Priority for grants will be given to organisations meeting the requirements for inclusion in the Directory of Services for Children and Young People. Organisations working directly with children and young people will be expected to have child protection procedures in place, including Criminal Records Bureau checks on staff and volunteers.

## **Sports Priorities:**

- 1) Promote out of school physical activity for young people.

- 2) Increase access to physical activity opportunities for adults, families and people with disabilities.
- 3) Improve the range and quality of sports and recreation activities and venues where there are limited sports and recreation opportunities for children.

#### **Youth Priorities:**

- 1) Provide positive activity programmes for vulnerable young people.
- 2) Provide informal learning activities to enable young people to gain recorded and accredited outcomes.
- 3) Provide opportunities for young people to participate in, and influence, decision making at local and national level.

Note: 'young people' are considered by the Youth Service to be those aged 13-19

#### **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 in the community that is not primarily of a religious nature and does not exclude people from other faiths.

#### **DEADLINES**

Applications must be received by no later than **31<sup>st</sup> October 2008**. It is unlikely that applications received after this date will be awarded any grant.

#### **OTHER GUIDANCE AND SUGGESTIONS FOR GRANT APPLICANTS**

If you are applying for the first time for a Strategic grant to the Council, it is advisable to arrange to meet with an officer from the Voluntary Sector Unit before you submit the application.

If you are in receipt of a Development grant and wish to move to three year strategic funding, you should contact the Unit to discuss how far your organisation has progressed in meeting the requirements.

#### **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 and a recommendation for funding is submitted to the Council's Executive Committee, which makes a final decision. Executive 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 February 2009 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. 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.

## 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 its 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.

Organisations that receive a Strategic grant will also be expected to sign a more detailed three year funding agreement that will set out the conditions of grant-aid in more detail, the monitoring requirements and the responsibilities of both the Council and the voluntary organisation.

## WHAT OTHER GRANTS ARE AVAILABLE?

We encourage people to apply only for the grant type which is most appropriate to your organisation (please contact us if you are not sure). Our other grant types include:

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

**Small Grants** - Annual grants of up to £750 for organisations that work across the Borough and are therefore not eligible for a Neighbourhood Grant.

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

## 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](http://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.