

Supporting our VCS Executive Report June 2019

Appendix 3: Medium Grants Fund Guidance

1. The purpose of the grants

- 1.1 The Medium Grants Fund will distribute £50,000 of funds annually to support our local voluntary, community and faith sector partners to deliver projects which benefit our residents in order to:
 - Support larger projects or activities which meet our corporate priorities.
 - Allow revenue activities or capital works to be carried out, which meet local community needs
- 1.2 The Medium Grants Fund will award grants of between £2,000 and £20,000.

2. Who we will support

- 2.1 Registered charities working for the benefit of the people in Reigate and Banstead.
- 2.2 Voluntary and community groups who are charitable in purpose and are working for the benefit of the people in Reigate and Banstead.
- 2.3 For any capital applications, the project or activity must be located within the borough of Reigate and Banstead.
- 2.3 Not for profit organisations such as Community Interest Companies (CICs) with a clear social purpose and are working for the benefit of people in Reigate and Banstead.
- 2.4 Local faith groups, where the project clearly benefits the wider community.

3. Projects we will fund

- 3.1 Awards will be considered for new projects, existing projects and one-off initiatives.
- 3.2 Funding must be spent on projects that support one or more of the Council's corporate priorities. (See our current Corporate Plan 2015-2020 and emerging Corporate Plan 2020-25 www.reigate-banstead.gov.uk/corporateplan.) Awards will be considered for provision of activities, projects and one-off initiatives.
- 3.3 Only projects with no maintenance implications for the Council will be considered.
- 3.4 Projects are more likely to be successful if they can demonstrate all or some of the following:
 - Added value through the involvement of the community in their delivery, building the skills of volunteers.
 - Accessibility and diversity.
 - Sustainability beyond the life of the grant.

- Evidence of working in partnership with other charitable organisations.
- Planned impact measurement.
- Use of original and creative approaches to respond to changing local needs.
- Long term solutions for the people they are helping.
- Evidence of match funding or how the remainder of funding will be realised.

3.5 We will **not** fund activities that are statutory responsibilities.

3.6 We will not normally fund the same applicant organisation more than once in a financial year.

4. The process

4.1 The applicant must complete the application form electronically and email it to the Partnerships Team (communitypartnerships@reigate-banstead.gov.uk).

4.2 Applications should be received by 31 October to be considered for funding in the following financial year (April – March). Applications received after 31 October will not be considered.

4.3 The Partnerships Team will then evaluate against the criteria and either recommend the application for approval or rejection. Strong applications may be unsuccessful if the Fund is oversubscribed.

4.4 The Council's Head of Community Partnerships will consult with the Executive Member for Community Partnerships to make a final decision.

4.5 Applicants will then be notified by the Partnerships Team, whether successful or unsuccessful, and feedback given.

4.6 Details of allocations will periodically be published on the Council website.

5. What we will ask for

5.1 Applicants must have a bank or building society account with two unrelated people authorised to sign cheques or make withdrawals.

5.2 Copies of the following will also be requested, if relevant:

- The organisation's most recent annual accounts (unless a newly formed organisation)
- copies of the previous three months bank statements in the organisation's name
- A copy of the governing documents
- Copies of Protection and Safeguarding
- Copies of Equality & Diversity policies

5.3 For capital applications, the application must include:

- Full written quotations.

- Confirmation that planning permission has been secured (if applicable), or that the process of a planning application has begun.
- Information on how the quality of the works will be ensured (e.g. through the appointment of suitably qualified architects).

5.4 Capital applicants should note that payment of the grant will be on completion of the works, conditional on the results of site visit(s) carried out by the Council's own qualified staff.

6. Conditions of the award

6.1 Bids must be submitted by 31st October to allow time for assessment. Monies will be awarded from 1st April and must be spent before 31st March.

6.2 You will be asked for evidence that the money has been spent in the correct way and in the agreed timeframe.

7. Recognition of Council funding

7.1 Successful applicants will be required to acknowledge the Council's funding. This could be through a variety of ways, for example including the Council's logo on relevant publicity materials, recognition on social media, a plaque (for capital works). Successful applicants will be notified of requirements as part of the process of grant offer. -

7.2 Details of grants made will periodically be published on the Council website.

Appendix 1: How we will assess the application for Medium Grants

Evaluation considerations	Status	Score
Corporate priorities The Project is aligned with one or more of our corporate priorities	Essential	/20
Does the project promote Equality and Diversity? The project is accessible. The project meets corporate priorities for the wider community.	Essential	/10
Impact and quality assurance For capital projects, how will you ensure the quality of the project? The project or activity will generate other additional benefits e.g. volunteering, environmental improvements. The organisation has provided evidence of impact for all previous bids.	Essential	/10 /10 /10
Partnership working How are you planning to work with partners?	Preferred	/10
Project viability/match funding Is match funding available? Is there additional fundraising already undertaken or planned? The organisation has provided evidence of delivery for all previous bids.	Preferred	/10
Sustainability The project or activity will have benefits beyond the lifetime of the grant.	Preferred	/10
<i>As part of the evaluation, a discretionary up to +/- 10 points may be awarded to inform the total score.</i>		
Total score		/100