

Guidance Notes

About the - Small Grants Award 2015/16

The Small Grants Award will enable Essex County Council (ECC), and Colchester Community Voluntary Service (CCVS) to work with their partners in the voluntary and community sector to support Essex residents to source some grass root support money. In total £800 is now available to fund micro community ideas.

The fund is available to constituted voluntary and community groups based or delivering services in Colchester Borough and will fund up to £100 towards project costs. Organisations eligible to apply for this grant are as follows:

- A voluntary organisation or group/association with an annual income of less than £25,000.
- Purely volunteer led organisations.

Administered by CCVS and evaluated by a panel made up of local representatives on behalf of CCVS, and the wider community, this grant scheme is part of an Essex County Council initiative to improve the lives of local people and build resilient communities.

The closing date for completed applications is 4pm on 30th September 2015.

Applications should be returned to: Colchester CVS, Winsley's House, High Street, Colchester Essex CO1 1UG.

Small Grant Award Criteria:

It is important that applicants read the guidelines before beginning the application process.

To be considered for an award you should demonstrate in your application how your project will achieve one or more of the following outcomes. They are:

1	Children in Essex get a better start in life.
2	People in Essex enjoy good health and wellbeing and healthy life styles.
3	People have aspirations and achieve their ambitions through education, training and lifelong learning.
4	People in Essex live in safe communities and are protected from harm.
5	People in Essex experience a high quality and sustainable environment.
6	People can live independently, remain at home as long as possible and exercise control over their lives.
7	Individuals can make informed decisions, express their needs and concerns and make their voice heard.
8	People learn how to manage their health and social care needs.

9	Community social networks, community services and activities are enabled, supported and developed in order to improve the lives of local people.
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Who will make the grant decision?

Local Panel Members

Timescales for the Small Grant Award scheme:

Small Grant Award timescales are as follows:
Receipt of completed grant applications : 4pm on Wednesday 30 th September 2015
Judging panel's decisions: week commencing 5th October 2015
Notifications of awards: 10 th October 2015
Award of grant funds to recipients: 22 nd October 2015
Completion of project spend notification to CCVS by 31 st March 2016
Return of impact monitoring to CCVS 7 th April 2016

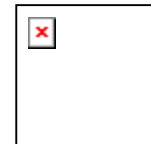
Project Selection Process:

When selecting proposals for funding we will use a scorecard to assess whether the application meets the grant criteria, consideration will be given to the following questions:

- Does the project address at least one of the outcomes the panel has set?
- Is the timetable for delivery achievable?
- Will the project result in an improvement in the quality of life or health opportunities for local people?
- How will it meet a local community need?
- How will your project make a difference - what change will there be?

To receive a small grant award, any group or organisation must:

- Be a not-for-profit, third sector voluntary or community group with a turnover of less than £25,000 or purely voluntarily run
- Be connected with and/or meeting the needs of the local community in the Borough of: Colchester
- Have a bank account with 2 signatories OR nominate an organisation which has a bank account with 2 signatories to hold funds on its behalf (CCVS could help with this)
- Have a governing document or constitution
- Agree that all grant monies awarded to successful grant recipients are spent or impact can be demonstrated by 31st March 2016.



What Type of Groups and Organisations are Eligible to Apply?

The small grant award invites applications from not for profit organisations such as:

- Registered voluntary and charitable organisations (including Local Delivery groups of schools with charitable status)
- Community groups
- Tenants and residents groups
- Faith groups
- Most sports organisations (voluntary and charity only)
- Most co-operatives and social enterprises (provided profits are retained for the benefit of the members or community served)
- Mutuels
- Community interest companies
- Not for profit trade associations
- Charitable trusts
- Unincorporated groups

We welcome creative solutions to meeting local need - some examples of what could be funded are:

- the costs of putting on a local event or workshop
- training for volunteers
- Disclosure and Barring Service (DBS) Checks
- additional activities to expand an existing funded project
- website design costs
- tools and equipment
- activities that support community activity
- activities that meet an identified health need in the local community

The fund cannot support the following:

- Capital expenditure not related directly to the project
- Rent or utility bills not directly related to the project
- Management fees
- Core staff salaries
- Goods or services received before the award of the funding
- Activities that promote one particular religious belief or political cause
- Loan repayments
- Individuals. Funding for this programme is only available to groups, so if you have an idea to improve your neighbourhood, you must form a group to apply for funding. For some useful advice on how to set up a project, please contact C CVS.
- statutory organisations, such as Local Authorities, schools and the Police Force
- any party political activity
- VAT or other taxes which **can be** recovered

Monitoring:

Monitoring will consist of a short report explaining the impact of the project along with a photograph submitted by 31st March 2016 both of which funders may use in publicity material.

Help and Information:

We have tried to make the form as simple as possible to use, however, if you have any questions about the grant or completing the application form please do contact us.