

Community Grants

from Gateshead Council

Information and Guidance Notes

Thank you for your interest in applying for a Community Grant from Gateshead Council (formerly known as Grants and Awards). The following information is all you will need to help you take the next step. It includes:

- Guidance notes
- Useful contacts list
- An application form

You can also find this information on our web site and download your application form by logging onto:

www.gateshead.gov.uk

If you would like this information in large print please contact the Communications Team on 0191 433 3444.

Community Grants

The council has a limited amount of money that it can give to organisations across the borough in the form of Community Grants. If you are a voluntary/community sector group, or social enterprise operating in Gateshead and your activities and services benefit the people of Gateshead, then you can apply for a grant.

Grants cover three specific areas:

- To support the core running costs of groups
- For Events / Activities
- Purchase of small items of Equipment

Type of grants:

Small – funding requests of up to £1,000

Medium – funding requests of £1,001 to £5,000

Large – funding requests of £5,001 to £15,000

We can provide 100% grant support for costs of up to £1,000 and contribute 50% of total costs for requests of £1,001 and above. However, due to budgetary constraints we can only fund organisations at the maximum level of £15,000 in exceptional cases.

Grants for running costs can be awarded for up to two years subject to the council's budget planning cycle. Successful repeat applicants who have previously

received £5,000 or more of funding for three years from Community Grants will be automatically subject to an annual decrease in grant. A 75% maximum allocation is given in the fourth year, followed by a 50% maximum allocation in the fifth year. However, tapering may also be applied to organisations who consistently apply and who do not actively seek other sources of funding.

Council Priorities

It is important that the council commits its funding to those groups that demonstrate most need and are working towards the council's agreed policies and priorities.

Sporting Individuals

Sport and Leisure Services administer the sporting individuals element of the grants programme. If you want help or advice on grants to sporting individuals please contact Fred Beattie in Sport and Leisure Services on 0191 433 6945.

Your Next Step

When you complete your application form it is important that you explain fully what you need the money for and why it is important that the council supports your project. Please read the application guidance carefully and complete the application form as fully as possible.

Send your completed form to:

Community Grants
Chief Executive's Department,
Gateshead Council, Civic Centre, Regent
Street, Gateshead, Tyne and Wear NE8 1HH
Email: communitygrants@gateshead.gov.uk

For general advice on Community Grants phone: 0191 433 2811 / 2059

Application Guidance Notes

Please read carefully before completing your application

Section A

Group details

In this section of the application please provide the full name and contact details for the group/project so that we can get in touch if we need to ask you questions once the application has been submitted. You will need to provide us with a daytime telephone number.

Section B

Information about the group/project

In this section of the application please provide as much information as possible about the group/organisation who are applying for the grant and the people or communities that will benefit.

Section C

Financial information

In this section please give up to date financial information about your group/project. We need this to be able to assess why your group/project needs funding. You must provide a breakdown of the costs and be able to submit a breakdown of income and expenditure for the most recent financial year (not more than 18 months old). If your group is new; you must submit a 12 month budget / cashflow for the project.

Section D

Council priorities

The answers you provide in Section D are used to assess how well your group/project fits with the council's corporate priorities. It is important to answer each question as fully as possible.

Key themes

In this section please link your project to as many of the following six themes as appropriate. The council wants to make Gateshead a better place to live, work and visit. What the council is trying to achieve can be broken down into six main themes, which are summarised below:

Stronger Communities - Local residents working together to build strong and diverse communities; a cleaner, greener, safer Gateshead; making sure all people are given a voice and have access to cultural, leisure and learning opportunities.

Children and Young People - Encouraging children and young people to develop to their full potential and play an active part in society; enhancing their skills and involvement in decision-making; and reducing childhood obesity.

Older People and People with Disabilities - Supporting older people and people with disabilities to live independently.

Healthier Communities - local people living longer and healthier lives; developing preventative services and reducing the life expectancy gap between different areas of the borough.

Sustainable Gateshead – Ensuring equality of opportunity, building capacity within local communities; increased recycling and improved approaches to sustainable waste.

Accessibility, Connectivity and Economic Prosperity - Attracting more people to live, work, visit and study in Gateshead, developing transport solutions, reducing worklessness and improving skills.

Service area questions

This section is about the link between your project and the different services within Gateshead Council. State on the application form which service area your project fits with and answer the questions from that section below. To discuss which service your project or group is best linked to please ring 433 2811/2059.

You can also contact one of the officers named in the Useful Contacts section at the end of this booklet.

Arts activities & cultural organisations/events

1. Does the activity involve arts development?

Does your project or group involve some sort of arts development? For example, will the project involve new and unusual ideas? Will it allow groups to carry out arts activities that they would not otherwise be able to do? Will the arts activities lead to the development of skills, knowledge or experience of the group members?

2. Will the activity involve professional artists/craftspeople?

Will the project use professional artists and craftspeople, particularly those based in the region?

3. Is the organisation/activity contributing to the following priorities?

- Encouraging participation or interest in art.
- An organisation making a positive impact in their own community in some way.
- Building audiences, venues, enthusiasm etc. for future artistic activity.

- Strengthening cultural diversity and integration of different cultures.
- Creating a positive image of Gateshead for residents and visitors.
- Promoting and celebrating our heritage.

4. Will the activity raise the profile and awareness of the group within the community or beyond?

Will the activity encourage new members and contribute to the ongoing success and sustainability of the group?

Social Support and Care

1. Priorities for people with disabilities. Does the project:

- Improve the quality of services directly provided to people with physical disabilities, learning disabilities or mental health problems?
- Increase the range of services and number of people benefiting from services within the black and minority ethnic population and faith groups?
- Enable people requiring social care to live in their own communities with support?

2. Priorities for older people. Does the project:

- Assist to improve housing for older people?
- Support older people to live independently in their own community?
- Help older people become more involved in planning services and make a positive contribution?
- Help older people to take part in leisure, cultural and social activities?
- Improve the health and well-being of older people?

3. Priorities for community support. Does the project:

- Help to deliver services to older people in the community?
- Work in partnership with other organisations?
- Help to ensure people live in safe, fear free and tolerant communities?
- Help to ensure people lead longer and healthier lives?

- Address problems associated with teenage pregnancy?
- Work towards addressing health issues around physical activity, nutrition, obesity, smoking, sexual health and accident prevention?
- Involve members of the community?

4. Service user or carer involvement priorities:

- Are there service users or carers (e.g. family carers) involved in the project?
- Is their participation increased? How is this done?

Economic Development

1. Will the project create or safeguard employment opportunities? - Does the project:

- plan to create or safeguard jobs? (If so, will these last for longer than one year?)

2. How does the project improve quality of life in Gateshead? - Does the project:

- Help to improve the environment?
- Work with those hardest to reach in the community and tackle social exclusion?
- Make a positive impact on the local economy? (e.g. increasing income to the area, creation of opportunities, creation of further services etc)

3. Will the project provide volunteering opportunities? - Does the project:

- Actively encourage local people to volunteer?
- Make volunteers aware of employment opportunities in the local area?
- Offer volunteers training opportunities to enhance their skills?

4. What actions will the project undertake to improve its sustainability and increase awareness of social enterprise? - Does the project:

- Plan to generate income other than from grant making bodies?
- Intend to work with Economic Development Service to promote awareness of the social enterprise sector?

Learning and Children

1. *Is the group/project contributing to the five key outcomes of 'Every Child Matters' listed below?*

Does the project allow children and young people to:

- Enjoy good health and live healthy lifestyles?
- Feel safe, to be protected from harm and neglect and are able to look after themselves?
- Achieve their full potential and not be disadvantaged by financial or social circumstances?
- Do better at school, with better life skills and employment opportunities?
- Make a positive contribution to society?

2. *Is the group/project contributing to the four key targets of Gateshead Council's youth service, listed below?*

- Does the project contact 13–19 year olds in Gateshead?
- Do 13–19 year olds participate in the project?
- Do you record outcomes of working with 13-19 year olds?
- Are any of these outcomes in the form of qualifications, certificates, etc?

3. *Is the group/project contributing to the adult learning targets of Gateshead Council, listed below? Does the project:*

- Allow adults to get the most from educational opportunities, maximising attainment levels?
- Enable adults to gain the knowledge, skills and qualifications they need to achieve their employment goals and realise their full potential?
- Allow adults to have learning opportunities throughout their lives, regardless of age or ability?

4. *Does the group/project work with young people outside of the 13 to 19 age group? If so, how does it target 'hard-to-reach' groups?*

Sports and Leisure activities

1. *Does the project increase the number of people getting involved in sport and physical activity or in outdoor recreation in Gateshead's parks and local countryside?*

- Who is/are your target group?

- How will you increase the number of people participating in sport or outdoor recreational activities?

2. *Does the project help coaches, leaders or teachers to deliver sport and leisure opportunities?*

- Does your project involve any training opportunities or skills development for coaches, leaders or teachers?
- What will the training involve? How many people will benefit?

3. *Does the project help teams or individuals to perform better?*

- What sporting teams or individuals will your project work with?
- How will the project improve their performance?
- How will you measure this?

- Will your project support individuals identified as potential international athletes in their preparations for the 2012 London Olympics/Paralympics? If so, how?

4. *Does the project increase the number of volunteers involved in providing sport and leisure opportunities?*

- Are volunteers already involved with your project? If so, how many?
- How will you recruit new volunteers to the project?
- How many new volunteers do you expect to be involved?

Section E

Group bank account

Your group must have their own bank account in the same name as stated on your governing document.

Section F

Project Outcomes and Results

In this section of the application form, please provide as much information as possible on key outcomes, success of the project, who you have worked with and how you hope to support your future activities.

Section G

Financial information

Please give details of all annual income and expenditure. You will need to demonstrate where all other project funding/financial support comes from.

Information for Applicants

Please read the Application Guidance Notes and the following information carefully before completing your application.

Application Process

All applicants requesting grant support must complete and sign the standard grant application form. Please keep your answers limited to the space provided on the form. This enables the council to ensure that its Community Grants programme is fair and transparent. Please do not return any additional information not requested in the checklist.

The form will be scored against how it fits with Gateshead Council's priorities including those outlined in the Corporate Plan 2007-10 document. Applications will then be considered by Gateshead Council's Community Grants Advisory Panel.

Recommendations will be made to the council's Cabinet who will make the final decision on the grant application. Applicants will usually be informed of a decision within 12 weeks of the application deadline.

Type of Applications

Small Grants - funding requests of up to £1000

Medium Grants - funding requests of £1,001 to £5,000

Large Grants - funding requests of £5,001 to £15,000

Application Deadlines

The Community Grants Programme in 2009/10 will operate 4 application rounds. Each round has a specified application deadline and decision date. Only applications received by 5pm on the deadline will be considered at each round.

Round No.	Application Deadline	Type Accepted	Approx. Decision Date
Round 1	16 January 2009	Small/Medium/Large	3 April 2009
Round 2	6 April 2009	Small/Medium/Large	29 June 2009
Round 3	6 July 2009	Small/Medium/Large	28 September 2009
Round 4	5 October 2009	Small grants only	21 December 2009

Who is eligible to apply?

Voluntary and Community Sector Groups who operate in the borough of Gateshead and whose activities and services benefit the people of Gateshead, for example:

Unincorporated Clubs or Associations

Social Enterprises

Trusts

Charities

C.I.C.'s

Churches (non-religious activities)

What can groups apply for?

Gateshead Council's Community Grants Programme will only fund the following revenue costs:

- Running costs: 100% contribution to costs for grant requests of up to £1,000.
- Running costs: maximum of 50% contribution to costs of £1001 and above, up to the maximum grant of £15,000. Due to budgetary constraints, the maximum grant can only be awarded in exceptional circumstances.
- Equipment: 100% contribution towards small items of equipment for grant requests of up to £1000.
- Event/Activity: 100% contribution for event/activity costs of up to £1,000.

Community Grant funding will not be approved for costs which have already taken place (before the date of Cabinet approval) or for costs that are solely towards political or religious activities. **Grants for running costs can be awarded for up to two years. However groups can only be in receipt of one Gateshead Council Community Grant each financial year.** A group is defined by the name on the governing document and that of its bank account.

Automatic Funding Reductions

Where organisations have consistently received funding of £5,000 or more for 3 years or more from the Community Grant programme, an automatic funding reduction will be applied to subsequent funding approvals. A 75% maximum allocation is given in the fourth year, followed by a 50% maximum allocation in the fifth year. However, tapering may also be applied to organisations who consistently apply and who do not actively pursue other sources of funding.

Guidance on Eligible Costs **(Please be aware that the example lists below are not exhaustive)**

Gateshead Council will contribute towards:

- Staff
- Heating/utilities
- Rates
- Rent/lease of premises
- Publicity
- Training
- Materials/Equipment
- Telephone
- Admin costs
- Professional fees
- Activities/events
- Transport costs
- Volunteer expenses
- General maintenance/repairs
- Non-recoverable VAT

Gateshead Council will not fund:

- Provisions/Hospitality/Prizes
- Road vehicles
- Contingencies
- Interest Charges
- Service charges
- Recoverable VAT
- Loan payments
- Cost estimates with no basis of calculation
- Costs ordered or paid for before the date of funding approval

Monitoring & Evaluation Requirements

- Successful applicants awarded a grant of up to £1,000 will be required to complete a monitoring form and evaluation report at the end of the grant period.
- Successful applicants awarded a grant of between £1,001 and £5,000 will be required to complete half-yearly monitoring forms and an evaluation report at the end of the grant period.
- Successful applicants awarded a grant of more than £5,001 will be required to complete quarterly monitoring forms and an evaluation report at the end of the grant period.
- Successful applicants awarded two years grant funding will be required to complete either half-yearly or quarterly forms and an evaluation report after 12 months and at the end of the grant period.

Disclosure of Information

The council is subject to the Freedom of Information Act 2000. As part of the authority's duties under the Act, it may be required to disclose part of the information you provide to us to anyone who makes a request.

If you consider that any of the information provided should not be disclosed because it is commercially sensitive then this should be stated, along with the reason for considering it to be commercially sensitive.

The authority will consult you and have regard to your comments and objections before releasing any information.

We will not disclose information about you or your organisation to anyone outside Gateshead Council nor use information about you for any other purpose unless the law permits us to.

Please return completed forms to:

Gateshead Council Community Grants, Chief Executive's Department, Gateshead Council, Civic Centre, Regent Street, Gateshead, NE8 1HH or email to: communitygrants@gateshead.gov.uk remembering to send us Section H duly signed.

Useful Contacts

If you are applying for up to £1,000, we recommend that you speak to one of the council officers named below before applying. All applicants requesting more than £1,000 of funding **must** contact the appropriate named council officer to discuss their request **before** submitting an application.

Youth and/or Community Organisations:

Harry Matthews, Youth and Community Learning

Tel: 0191 433 3286

Email: harrymatthews@gateshead.gov.uk

Sports and Leisure Organisations:

Chris Strong, Sport and Physical Activity

Tel: 0191 433 6964

Email: chrisstrong@gateshead.gov.uk

Arts Activities and Cultural Organisations/Events:

Catherine Ross, Cultural Services

Tel: 0191 433 6924

Email: catherineross@gateshead.gov.uk

Social Support Groups:

Lyn Boyle, Community Based Services

Tel: 0191 433 2361

Email: lynboyle@gateshead.gov.uk

Social or Community Enterprises:

Narinder Singh, Economic Development

Tel: 0191 433 2020

Email: narindersingh@gateshead.gov.uk

General Enquiries:

Helen Gaffney, Chief Executive's Department

Tel: 0191 433 2059

Email: helengaffney@gateshead.gov.uk

Paul Lawther, Chief Executive's Department

Tel: 0191 433 2811

Email: paullawther@gateshead.gov.uk

The application form and guidance information is also available on the council's website:

www.gateshead.gov.uk