



## Lightmoor Village Delivery Group Events Grant – Guidance

### 1. Aim

To support local people who want to hold an event in the Lightmoor Village.

### 2. Who can apply

A group of people with an interest in arranging a public event in Lightmoor Village, for the community of Lightmoor Village, who are either:

- A community/voluntary group
- Registered charities;
- Other not for profit organisation;
- Resident Association; and
- Faith group.

### 3. Value

- Groups can apply for up to £500
- There are no match funding requirements

### 4. Grant Outcomes

- It is expected that the allocation of this grant will support an event in Lightmoor Village for the Lightmoor Village community; and
- The group's main beneficiaries must be resident in the Borough of Telford and Wrekin.

### 5. Eligible expenditure

Eligible expenditure includes items such as:

- Rent/hire costs;
- Insurance costs;
- Promotional/marketing materials for the event; and
- Refreshments.

### 6. Exclusions

The fund cannot support:

- Ongoing staffing costs;
- Costs for activities which have already taken place/started before acceptance of any offer are not eligible;



- General ongoing running costs, a plan should be in place to ensure these costs can be met on an ongoing basis, if applicable; and
- Applying for funds to build up reserves or a surplus.

This is not an exhaustive list, we reserve the right to discount applications that do not adequately demonstrate how the proposed expenses will meet the priorities outlined above.

This guidance document will be reviewed at regular intervals, we reserve the right to update the guidance laid out in relation to this grant as required.

## 7. Policies and Insurances

### **Projects working with children, young people or vulnerable adults**

If your project involves working with children, young people or vulnerable adults, you will need to have an appropriate policy that explains how you will make sure that they are safe alongside appropriate procedures. We may ask to see these if you are offered a grant. When working with children and young people we would need your agreement to working with Telford & Wrekin Council's child protection and vulnerable adult procedures. If you are new to this and would like support we can help you think through your responsibilities, if you would like this support please indicate so on your application form. Further information about safeguarding policies can be found in the application form.

### **Insurance and safety**

Depending on what your project involves, you may need public liability insurance, or specific health and safety checks and procedures. You may also need insurance cover for any assets you buy. We may ask to look at your policies at any time.

### **Equality of opportunity**

We expect projects to be open to all who want to be involved. If you plan to restrict who can take part in your project you should explain why in your application so that we can consider whether this is appropriate.

Advice on any of these issues can be found at [www.telford.gov.uk](http://www.telford.gov.uk) under Community Support or email [LightmoorStewardship@bvt.org.uk](mailto:LightmoorStewardship@bvt.org.uk)

## 8. Completing your application

Complete your application form in full, advice on how to complete the application can be found in the document "Lightmoor Village Delivery Group (LVDG) Events Form FAQ".

Submit your application via [lightmoorstewardship@bvt.org.uk](mailto:lightmoorstewardship@bvt.org.uk)

On receipt of an application a member of the Lightmoor Village Delivery Group may contact the applicant to discuss their plans further.

Applicants will receive an email confirming receipt of their application within three working days.

## 9. How the LVDG will decide which event will receive funding

- Applications will be reviewed by the Lightmoor Village Delivery Group.
- Decisions will be made within 20 working days of submission of all the required information.

Applications will be considered against the following criteria:

- The extent to which the event will work towards meeting at least one of the grant outcomes (as detailed above – 3); and
- The sustainability of the event.

## 10. What happens if your application is approved

If your application is successful we will write to you with a 'grant agreement' and to request your bank account details. This offer will contain all of the conditions for your grant (the Grant Agreement), appropriate representatives from your organisation will need to sign a copy of this letter.

You will have up to 10 working days to return the signed copy of the grant agreement, bank account details and any further information requested.

You cannot spend your grant funding until we have received, checked and approved the signed offer letter and any additional documents we may ask for. The appropriate conditions will be applied according to the value of the grant awarded and are not negotiable.

## 11. How is the grant paid?

The grant will be paid in one instalment to the bank account you detail on your completed payment request form. Payments must be made to your organisation or an organisation willing to receive the funds on the group's behalf. Payments cannot be made to individuals.

## 12. What about VAT?

You may need to pay VAT on your purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back. If you later find that you can recover VAT you must let us know so that we can reclaim this amount from you or deduct it from your grant. If your organisation is registered for VAT purposes the amount of grant approved will be calculated net of VAT.



## 13. Promoting your grant

A condition of receiving grant funding is that you promote that you have received funding from the Lightmoor Village Delivery Group including the LVDG logo on any marketing materials you create in the 12 months following receipt of the grant.

## 14. How will the grant be monitored?

The monitoring arrangements will be set out in your grant agreement and you will be provided with the monitoring form upon receiving your grant. You will need to confirm how the grant has been spent and send us some photographs of the event, which capture the key stages. Please make sure that you keep receipts for all of the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them to us. We may also visit your event to see how the grant has been spent.

Any photographs provide may be added to any of the LVDG member websites, social media or within our publications so please ensure that you have appropriate consent for us to publish photographs.

Final monitoring is due within 20 working days of the end of your grant period.

## 15. What happens if your application is not approved?

If your application is not approved we will notify you in writing.