



Lightmoor Village Delivery Group Community Group Grant – Guidance

1. Aim

To support the creation of community and voluntary organisations which facilitate community self-help and creating resilient communities.

2. Who can apply

- A group of people with an interest in starting a group/organisation in their area;
- Informal groups that already meet but would like to put formal governance in place;
- Not for profit organisations including:
 - Community and voluntary organisations;
 - Registered charities; and
 - Social Enterprise
- The group's main beneficiaries must be resident in the Borough of Telford and Wrekin;
- The activities to be provided by this grant must be offered within the Borough of Telford and Wrekin; and
- The group must be about to start up or in the process of starting up.

3. Value

- Non constituted groups can apply for up to £500
- Constituted groups can apply for up to £1,000
- There are no match funding requirements

Non-constituted groups that apply for up to £500 and go on to become constituted can apply to the fund again, both applications should total no more than £1,500.

4. Our priorities

a) Funding is available to support the development of community based projects and groups that contribute towards delivering Lightmoor Village Delivery Group priorities which are:

- **Health Inequalities** - To understand the current and future needs of the community with regards to, Health & Wellbeing, Healthy Living & Eating.
- **Education & Skills** - To understand the current and future needs of the community.

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- **Community Safety & Crime Reduction** - To understand the current and future road safety concerns including speeding and parking.
- **Development Standards - Lightmoor Village Development** - To keep an overview of the development programme for Lightmoor Village, receiving reports from developers and the Joint Venture (JV).
- **Community Engagement** - To work with partners to promote the growth of the voluntary and community sector in Lightmoor Village and to ensure that the local community is involved in all aspects of the Partnerships work, seeking to ensure excluded groups and those hardest to reach have a voice.

- b) Applicants must consider how their group will become sustainable and will continue to offer their service once this grant money has been spent.

5. Grant Outcomes

It is expected that the allocation of this grant should support your organisation to set up and begin the operation of your group.

6. Eligible expenditure

Eligible expenditure includes items such as:

- Equipment (including equipment to support the group such as laptop, mobile phone etc. alongside equipment to carry out activities);
- Rent/hire costs (initial);
- Insurance costs (initial);
- Promotional/marketing materials for the group;
- Training costs;
- Refurbishment;
- Training; and
- DBS checks.

7. Exclusions

The following are not eligible to apply to the fund:

- Pre-existing groups with formal governance arrangements that are already providing a service;

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- Private, profit making businesses/companies/commercial enterprises, or other statutory/public sector agencies, such as Town/Parish Councils, NHS and the Police;
- Individuals;
- Groups where a similar group/organisation is already operating in the area and there is no evidence to suggest another group is needed;
- Projects or activities which are led by or benefit only an individual person;
- Projects which are being set up to promote religious or political activity; and
- Payments to trustees;

In addition to this 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 other than initial support, a plan should be in place to ensure these costs can be met on an ongoing basis; 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.

8. 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

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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 under Community Support or email lightmoorstewardship@bvt.org.uk

9. 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 – Application Form FAQ".

Submit your application via 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.

10. How the LVDG will decide which projects 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 group will work towards meeting at least one of the LVDG's priorities (as detailed above – 4a)
- The sustainability of the group (as detailed above – 4b)

11. Supporting you and your organisation

During the review process we will allocate a member of the LVDG to go through a "Health Checklist" with you, this is a list of things you need to consider when setting up your group such as insurance, policies, DBS checks etc. If this identifies that you need any help you will be offered advice or signpost. This will be carried out before a decision is made on your application.

- If applying for up to £500 this will happen after a grant is approved
- For grants over £500 this will happen before the grant is approved

12. What happens if your application is approved



If your application is successful we will write to you with a 'grant offer' 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.

13. How is the grant paid?

The grant will be paid in one instalment to the bank account you detail on your completed payment request. 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.

14. 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.

15. Promoting your grant

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

16. 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 what your project has achieved. 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 you to check how the grant has been spent or how your project is progressing.

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We may also ask you to provide written updates and photographs that capture key stages of your project. We may put this information on the LVDG member websites 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.

17. What happens if your application is not approved?

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