

Kirklees Rural District Committee Grant Scheme 2016-17

Aims of the grant scheme

Kirklees Rural District Committee works with services, partners and local people. Grants are available to community and voluntary organisations to address locally identified issues and deliver services, facilities and activities that address local needs.

Council Criteria

The following criteria are set for all Council grant schemes based on recommendations from audit on the expenditure of public money. The following are extracts from the policy. The full Grant Aid Policy can be viewed on the council website.

The Council financially invests in a variety of Voluntary Community Sector Groups and Organisations. This is achieved through a range of grant aid programmes delivered by a number of services. Through this investment the Council seeks to:

- Encourage well being, self reliance, autonomy and personal responsibility
- Build on existing community assets and unlock social capital (i.e. networks of people and groups which lead to increased community spirit and civic participation and the achievement of economic and social benefits)
- Support innovation and community led models of service delivery
- Hand more power and responsibility back to communities to enable people to run their affairs locally.

The Council also has a responsibility to administer funds contributed by its taxpayers in a business like manner, with reasonable care, skill and caution and with a due and alert regard to the interests of those contributors.

Eligible Groups

The Council will fund organisations which are Voluntary and Community Organisations operating on a non-profit distributing basis. This means that any profits made by the organisation must be invested back in to the company to promote the company's social objectives. Social enterprises will also be eligible if 60% or more of their profits are reinvested in to the company to further their social objectives.

Activities must be wholly or partially for the benefit of Kirklees residents and have aims, objectives and policies that complement those of Kirklees Council.

Groups must register through the Grants Access Point which once complete is valid for 3 years. Officers will check that organisations:

- Have a recognised legal structure with governance arrangements which outline who and how decisions are made. In some cases, groups may be new and have no constitution so they must ensure the money is held by a recognised body
- Are independent of the public and private sectors (unless the specific scheme will fund these organisations in certain circumstances)

- Are legally able to carry out the activities described
- Are financially viable and have appropriate clear financial controls including a bank account with two signatories and the production of annual accounts
- Have a clear management structure that is democratic and aims to represent its users
- Have policies for employees and volunteers which are compliant with all relevant legislation. Employees or freelance staff must be paid at least the minimum wage
- Have all relevant insurances and licenses

Note: if small or new community groups do not have a governing document or bank account, provision can be made to allow another organisation to manage funds on their behalf. By doing so, community activities can be encouraged and the organisation allowed time to develop.

Who and What Cannot Be Funded

- Organisations with large amounts of uncommitted reserves which equate to more than twelve months of operating costs
- Organisations with party political aims
- Organisations that have failed to comply with previous grant conditions (unless there is evidence to prove that this will not happen again)
- Activities that promote religious or political beliefs
- Any project that duplicates services already provided and/or funded by the Council
- Activities and projects that have already been funded from other sources
- Lobbying activities
- Purely social activities with no other discernible benefits/impacts
- Activities and projects which are raising money for charity
- Payments to meet debts or liabilities
- Expenses incurred before a grant has been formally awarded

Kirklees Rural District Committee Criteria

- Community organisations must be based in either Colne Valley, Denby Dale, Golcar, Holme Valley North, Holme Valley South or Kirkburton wards and/or their project must directly benefit communities within those wards.
- Applicants must demonstrate/evidence there is a need for the proposed project and how the project will help meet that need
- Groups are advised to discuss their project with all three ward councillors concerned, before submitting their application.
- Applicants should demonstrate how their project represents good value for money and how it meets the priorities of the district committee. (These are being developed in line with the Council's key themes of economic resilience and early intervention and prevention)
- Each group will only be funded once in any financial year; (additional funding may be considered in exceptional circumstances at the discretion of the District Committee).

- Priority will be given to projects that do not have access to other Kirklees Council funding sources/initiatives
- For grant applications up to £500 and where an application is time sensitive, the District Committee can utilise the Discretionary Grants procedure. The decision making process for discretionary grants is delegated to the Head of Safe and Cohesive Communities in consultation with the District Committee Chair, and relevant ward members.
- Groups must **normally** provide at least 50% of the project costs from other sources and/ or in kind support or volunteering from other sources;
- The Committee will **normally** make grants of around £1,000, although the amount awarded to any group will be at the Committee members' discretion.
- Applications are considered at the public meetings of the district committee. The deadline for applications is 3 weeks before the next public meeting if a group wishes it to be considered at the forthcoming public meeting.
- Groups should be prepared to consider in kind support, borrowing of equipment and resources through Kirklees Comoodle, Kirklees Shares etc. as part of the application process and grant agreement.

Note for applicants

Depending on the nature of the activity/project you are applying for, consider: costs for crèche, interpretation, translation, etc. allow time for relevant checks to take place, e.g. Disclosure and Barring Service (DBS) checks.

Kirklees Rural District Committee Application Process

Groups are advised to discuss their project with all three ward councillors concerned, before submitting their application. Contact details for your ward Councillors can be found here <http://www.kirklees.gov.uk/you-kmc/yourcouncillors/index.aspx>



Contact the Voluntary & Community Sector (VCS) Team at: **Communities & Leisure, 4th Floor, Civic Centre 1, High St, Huddersfield, HD1 2YU. t:01484 221000**
e: funding@kirklees.gov.uk

They will carry out an organisational appraisal in order to register your group. They will also help identify funding opportunities from the Council and externally.



Complete the registration form and return to the V&CS team, making sure that all documents required are enclosed e.g Constitution and accounts (if you require assistance in completing the form contact the Team direct)



Your group fills out the application form (which asks for the registration number) to explain the project, how it fits the criteria and the costs and finance details. Please return this to the: **Area and Neighbourhood Action Team, Civic Centre 1, High Street, Huddersfield, HD1 2YU t:01484 221000 e:julie.mcdowell@kirklees.gov.uk**



When it has been checked by an officer, your application will then be presented to the Committee at a public meeting for a decision by members. Group's representatives are welcome and encouraged to attend and comment.



We will write to you to let you know if your application has been successful – if this is the case, you will need to sign an agreement stating that your group accepts the terms and conditions of the grant award. If a grant is not awarded, you will be informed as to the reasons why



We would normally expect a decision to be made within 8 weeks of receipt of a **totally complete** application form. This will vary due to the cycle of meetings that specific committees have scheduled



Your group will be expected to fill in a Project Monitoring Form once the activity is completed – photographs, project promotional materials, proof of the activity including receipts for money spent will be required. This information will be fed back to the Committee and the public. You may be invited to discuss the impact of the project