**Small grant scheme**

**Guidance notes**

The small grant scheme can really make a big difference in helping communities get schemes and projects started or re-started after Covid-19 closure.

Your organisation needs to be a not-for-profit voluntary organisation, community group or a registered charity. Consideration will be given to applicants that can demonstrate the benefits of a new and innovative project for the local community and residents of Castle Donington.

Applications from organisations which have been active in their community are eligible to apply for up to **£250**. All grant requests must demonstrate **50% match funding** from the applicant.

There deadline for this grant scheme is **30 October 2021**.

Circumstances where we **WILL NOT** provide financial support:

* Funding requests will be turned down from organisations which have a large cash flow surplus.
* Request for funding AFTER the activity or project has taken place.
* Requests for funding, which are for political activities or by a political organisation.
* Requests for funding for activities / projects which do not benefit Groups/Orgnisations who live within Castle Donington.
* Requests for funding from private organisations or individuals.

Your application will be reviewed and we aim to make a decision within four weeks of receiving your application.

**Part one – About your project**

1. **Project name**

This should be brief and relevant to the funding you are requesting.

1. **Organisation name**

Please state the name detailed on your governing document eg constitution, bank statement, etc.

1. **Amount you are applying for**

You can apply for up to £250 which you will need to match fund by 50%.

1. **Total project value**

This figure will be the overall total project value.

1. **Where is your organisation based?**

Tell us where your organisation meets.

1. **Number of people your project will benefit**

Tell us the total number of people within your community who will benefit from your project.

1. **Tell us how you worked out this figure?**

How have you calculated this figure? You should remember to include people within your organisation, people you will work with directly and the wider community.

1. **Tell us about your project and how it is new for your organisation**

This is the summary of your proposed project which needs to be new and not for an ongoing or established initiative. This section is all about your project, not your organisation. Think carefully about how you wish to convey your message in up to 300 words.

**Part two – The need and the benefit**

1. **When do you anticipate that your project will take place?**

We do not expect you to know exact start and finish dates for your project, but we do need to know that you have worked out a definite timetable and have a clear idea of what you want to achieve and by when.

1. **Please tell us why this project is needed for your community, beneficiaries and your organisation (maximum 400 words)**

**Community:** you need to consider who your community is, you need to evidence why this project is needed, preferably giving examples.

**Beneficiaries:** identify the specific groups within your community who will immediately benefit from the project and the need they have identified.

**Organisation:** finally, what need has your own organisation identified?

**Definition of need:** require (something) because it is essential or very important rather than just desirable.

1. **How have you identified these needs?**

Tell us about the things you have done to gain an understanding of these needs. We are interested to know about the formal and informal consultation you have carried out. You may have consulted within your community by, for example, approaching local groups directly, contacting families by sending information through school book bags, holding a stall at a community event or inviting feedback through social media sites. Please tell us your story in a maximum of 200 words.

1. **Tell us about the benefits that will happen as a result of this project for your community, beneficiaries and your organisation (maximum 400 words)**

**Community:** how will it be a better place to live as a result of this project?

**Beneficiaries:** What difference will your project make to the people who will benefit from this project – how will it improve their lives for the better?

**Organisation:** Tell us about the difference this grant will make to your organisation.

**Definition of benefit:** a helpful or good effect, or something intended to help.

**Part three – Finances**

1. **Sustainability of your project (maximum of 100 words)**

It is important that your project leaves a positive long-term impact within your community. In a maximum of 100 words, tell us how you plan to continue funding this project beyond the grant. You need to show that you have thought about this and have plans in place to ensure that you can keep the project running.

1. **Total project costs/value**

Please provide a breakdown of your total project costs and how much funding you are applying for. For each item, please provide a description and indicate its cost, excluding VAT.

In the table “Net of VAT” means the cost of the item before VAT is added; therefore please do not include VAT when providing the cost of individual items. If you are able to reclaim VAT for any items, you need to exclude this from your application. Only fill in the space for VAT if you are unable to reclaim VAT.

1. **Match funding**

We ask for 50% match funding for a number of reasons. It provides value for money and allows more communities to set up a project; it encourages the community to come together to work on a project and therefore achieves greater community buy-in.

You should include in-kind contributions as appropriate and eligible, eg volunteer support, free resources such as donated labour, materials, use of buildings, etc. Volunteer time should be costed at £10 per hour. You can also include match funding from fundraising events and income generation through selling your services or goods.

1. **Have you received funding from Castle Donington Parish Council and other sources in the past three years?**

You should include any funding received from other sources in the last three years, including Castle Donington Parish Council. In the table “Net of VAT” means the cost of the item before VAT is added.

**Part four – About your organisation**

1. **Tell us about your organisation (maximum of 100 words)**

Please tell us more about your organisation and what your aims and objectives are. We would like a brief summary of what activities and/or services you currently deliver.

1. **Organisation’s main or registered address including postcode**

This is the address that we will use for all written correspondence.

1. **What type of organisation are you?**

This could be for example, a charity, a community group, youth group, voluntary group.

1. **Organisation details**

a. and b. Please note your reference numbers where applicable

c. Please insert the year your group was formed.

d. Please answer Yes or No

e. If yes, please insert the number or if no, please insert N/A

1. **Details of main contact for your organisation**

Please name the main person in your organisation. This will be the person we will contact if we have any questions about your application. Please note that sections denoted by an asterisk “\*”are compulsory to complete. We will not share any of the information with the general public or other organisations.

1. **Details of second contact for your organisation**

The second contact should be a member of your management committee/board who has a working knowledge of the organisation and the application. We may contact this person if, for whatever reason, we are unable to get in touch with your main contact. Please note that sections denoted by an asterisk “\*” are compulsory to complete and we will not share any of the information with the general public or other sources.

1. **Any other information to support your application**

This section is for you to include any further relevant information which you think might support your application further.

1. **Documents and policies**

Please look at the documents and policies listed and make sure you provide all that are appropriate. This is important as, if we receive your application without all the required information, this may result in your application being delayed or even withdrawn from consideration.

**Part five – Your data**

Please read this section and complete as appropriate.

Application forms can be completed by visiting the following web page:

<http://castledonington.leicestershireparishcouncils.org/>

**You can also email your completed application form and accompanying documents to** [**admin@cdpc.org.uk**](mailto:admin@cdpc.org.uk)