

DRAFT

SALISBURY
CITY COUNCIL



Salisbury City Council Grants Policy

DRAFT

| Policy Number | Version | Author | Doc No. | PDF No. | Date Published | Review Due | Review Team |
|---------------|---------|--------|---------|---------|----------------|-------------|----------------------------|
| CS015 | 6 | SG | TBC | TBC | TBC | July 2024 | Events, Markets and Grants |
| CS015 | 6 | AS | 71176 | 76977 | 24 Jul 19 | 2024 | CWG |
| CS015 | 4 | CM | 67623 | | 18 Jul 18 | 16 Jul 2021 | Man |
| FP006 | 3 | ES | 62176 | 62177 | July '16 | July '19 | Finance |
| CS015 | 2 | AC | 55510 | | April '16 | April '19 | Man |
| CS015 | 1 | AC | | | Aug '12 | Aug '15 | Man |

Contents

| | |
|--|----|
| Types of Grants or Subsidy | 3 |
| Subsidy | 3 |
| Areas of Priority Requirements | 3 |
| Small and Medium Grants Priorities | 4 |
| Annual Key Priority – Medium Grants | 4 |
| City Grant Priorities | 5 |
| All Grants | 5 |
| Mandatory Requirements | 5 |
| Applications that are not usually eligible | 6 |
| Application Process | 6 |
| Small Community Grant | 7 |
| Medium Community Grants | 8 |
| City Grants | 9 |
| Reasons for application refusal or rejection | 10 |
| Appeals Procedure | 10 |
| Further Information | 11 |
| Banking Arrangements | 12 |
| Grant Assessment Deadlines | 12 |
| Successful Grants | 13 |
| Reporting Deadlines/Timelines | 13 |
| Flowcharts | 13 |
| Flowcharts | 14 |
| Appendix 1 – Small Grants Application Form | 17 |
| Appendix 2 - Medium / City Grant Application Form | 25 |
| Appendix 3 – Grant Application – Officer Refusal Notice | 1 |
| Appendix 4 - Grant/Subsidy Acceptance Form | 2 |
| Appendix 5 – Small Grants Annual Report/End of Project Monitoring Form | 4 |
| Appendix 6 Medium and City Grants Annual Report/End of Project Monitoring Form | 10 |

Grants Information & Overview

A grant is and payment made by SCC to assist an organisation deliver a specific community service, meet a specific community need or support a community initiative. Salisbury City Council (SCC) supports a range of activities and organisations each year within a limited budget.

This document sets out the procedure for grant applications being submitted to SCC and how SCC will determine which grants are awarded.

Types of Grants or Subsidy

There are three types of annual grant

Community Grants

Small and Medium Grants are granted from a fixed annual grants budget agreed by council annually and applications made following the process outlined in this policy..

Small Community Grant

- For applications for up to £750
- For projects delivered within a 12 month period

Medium Community Grant

- For applications for £750-£3,000 per annum, for a maximum of 3 years
- Applications for more than 1 year should be for projects or activity that span more than one year, rather than for different projects each year.

City Grants

Applications can be made, following the process outlined in this policy, for projects, activities or works that exceed £3,000. These grants are unfunded and granted at the discretion of councillors from the relevant committee, with reference to the priorities outlined below.

Subsidy

SCC also grants a number of subsidies per year for organisations occupying SCC properties in the form of Rent Reductions. These subsidies are also tied to the community priorities outlined below. Full details to be found in the **Rent Reduction Policy Doc 87286**

Areas of Priority Requirements

DRAFT

SCC seeks to provide leadership in the city both now and for the future and is working towards a City that is green and lively, where residents voices are heard and their wellbeing improved. Full details of the strategic plan can be found here [Strategic Plan 2021 – 2025](#)

Small and Medium Grants Priorities

Small and Medium Grant applicants will be asked to evidence the impact of their proposed activity in relation to SCC's Community Priorities

- Improving People's Wellbeing
- Bringing Communities Together
- Working to celebrate, or improve understanding, of marginalised communities
- Supporting People on Low Incomes
- Improving Access to Active Lifestyles
- Creating a Green City

Successful Small Grant applicants will be asked to report against the general aims of their project or activity.

Successful medium grant applicants will be asked to specifically report against the priorities they reference in their original application

See SCC's [Strategic Plan 2021 – 25](#) for more details on these priorities

Applications strongly connected to the priorities above will be favoured. Applications falling outside these priorities will be considered in the final Grants Assessment for each calendar year after all other applications have been assessed.

Applicants for all grants must also demonstrate

- Value for money.
- Impact on Salisbury Residents

Annual Key Priority – Medium Grants

Each year the Grants Subcommittee will select one of the Community Priorities that has been underrepresented in previous grant giving as the Key Priority.

Please see the Community Grants page of the SCC website for full details on this year's Key Priority.

Applications for projects or activity evidencing impact against this key priority will be given precedence over other grant applications in that year, in relation to the grants received at the same time.

City Grant Priorities

City Grants applications can be made for projects, activities or works that exceed £3,000. These grants are unfunded and granted at the discretion of councillors from the relevant committee, with reference to the priorities outlined below.

SCC City Grants will be considered for projects, activities and works that contribute to the long term benefit to and have a significant impact on Salisbury City and/or its residents. Applicants must be able to evidence long-term impact against at least 1 of the following least one of the following priorities

- Creating a Green City
- Creating a Lively City
- Improving the Wellbeing of Residents

All Grants

Applicants for all grants must also demonstrate

- Value for money.
- Impact on Salisbury Residents

Mandatory Requirements

Organisations must:

- Exist for charitable, sporting, youth development, community service or social purposes.
- Place any surpluses or profits into reserves, or spend them on pursuing its aims and objectives and ensure they are not paid to shareholders or officials
- Have clear and well defined aims and objectives
- Have officials, a constitution and a set of rules, or apply as a partner, via an organisation with these in place.
- Have a bank or building society account which requires at least two signatories and is in the name of the organisation applying for the grant, or apply as a partner, via an organisation with these in place.
- Organisations whose income exceeds £25,000 in their financial year will need to provide independently examined or audited accounts
- Be able to provide copies of 3 months most recent back statements
- Have public liability insurance for any events or projects involving third parties
- Be able to provide a Safeguarding Policy
- Have employee liability insurance, if staff are engaged
- Have building insurance, if a funding request is to be put towards improving a building
- Provide a registered address for the organisation and a contact name and number

DRAFT

- Review their application with reference to the Areas of Priority Requirements outlined above

Applications that are not usually eligible

SCC will not accept applications for or from the following:

- General revenue costs (including wages and salaries), except in the case of Medium grants
- Loan repayments, rent, rates, council tax or utilities and insurance costs, except public liability insurance
- Statutory services
- Replacement for statutory funding
- Projects outside of Salisbury, which do not provide significant advantage to Salisbury city residents
- Individuals
- National Charities
- Local groups whose fund raising is sent to central HQ for redistribution
- Organisations who operate at a profit
- Costs of routine maintenance and repair of equipment
- Projects with party political links
- Organisations or projects that discriminate on the grounds of any of the nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation
- Projects which do not benefit the residents of Salisbury City
- For buildings that are uninsured
- For projects that compete or conflict with any service, project or event being supported, organised or funded by SCC
- Current grant holders may not apply for a community grant if they have received funding within the last 12 months, or until funded activity is complete and final reports received by SCC, whichever is the later. See Applications for continued activity/repeat applications below

Application Process

Applicants are to contact the Communities Team to discuss the application process before an application is submitted.

Telephone: 01722 417100

Email: bhc@salisburycitycouncil.gov.uk

Small Community Grant

For applications for **up to £750**

For projects **delivered within a 12 month period**

1. Applicants should contact the Communities Team to discuss their application in advance of submission.
2. Applications are made via the **Small Grant Application Form** (Appendix 1) either online or download from the SCC website, which is submitted to SCC with the required supporting paperwork.
3. An SCC officer reviews the application against the **Mandatory Requirements** shown above
4. If the officer believes the application meets these requirements, it will be forwarded to the Events, Markets and Grants Subcommittee.
5. If an application is refused submission to the Events, Markets and Grants Subcommittee by the officer, the Officer Refusal Notice (Appendix 3) will be issued detailing the reason for refusal and initiating the appeal period. Applicants have 30 days from the issue of the Officer Refusal Notice to appeal this decision.
6. Members of the Events, Markets and Grants Subcommittee are able to 'Call-in' or override the officer's decision if two or more members of the Subcommittee agree to do so.
7. An appeal can be refused by either the Chairman of the Events, Markets and Grants Subcommittee, or the City Clerk or an officer on behalf of the City Clerk
8. Once application is:
 - Progressed by an officer
 - Called-In by the Events, Markets and Grants Subcommittee.
 - Or is successful on appeal

The application will be submitted to the Events, Markets and Grants Subcommittee.

9. The Events, Markets and Grants Subcommittee shall consider the application. If the subcommittee requests further information before its makes its recommendation, the application will be deferred to a future meeting.
10. The Events, Markets and Grants Subcommittee has delegated authority from the Services Committee to award Community Grants and will report the grants it awards to the next meeting of the Community Services Committee for information only.
11. If successful, applicants will be advised they have 60 days to accept the offer and apply for the funding to be released by signing and returning the **Grant Acceptance Form** (Appendix 4) sent with the formal offer.
12. Conditions may be placed on the offer which may need to be met before funds will be released.
13. The applicant will be required to complete an 'end of project/annual return' once the project is complete. The **Small Grants End of Project Monitoring Form** is shown at Appendix 5.

Medium Community Grants

- For applications for **£750 - £3,000** per annum, for a maximum of 3 years
 - Applications for more than 1 year should be for projects or activity that span more than one year, rather than for different projects each year
1. Applicants should contact the Communities Team to discuss their application in advance of submission.
 2. Applications are made via the **Medium Grant Application Form** (Appendix 2) either online or download from the SCC website, which is submitted to SCC with the required supporting paperwork.
 3. An SCC officer reviews the application against the **Mandatory Requirements** And **Medium Grant Community Priorities** shown above

The application process for Medium Community Grants is then the same as points 4 -12 for Small Community Grants with the addition of:-

14. The applicant must submit a **Medium and City Grants Annual Return** (Appendix 6) by the reporting deadline outlined in the Grant Acceptance form.
15. The Events, Markets and Grants Subcommittee will review the Annual Return and, if it is content to recommend its continuation, the grant will continue for a further twelve months, where grants are for more than one year.
16. An annual report will be submitted to Services Committee by the Subcommittee to update the Services Committee on the work of grant recipient's projects.
17. If the recipients of a Medium Community Grant:
 - Do not submit an Annual Return OR
 - Submit an unsatisfactory Annual Return OR
 - Fail to show they are meeting their stated objectives

the Events, Markets and Grants Subcommittee may either

- Request additional reports or information
- Recommend to the Services Committee that the grant be withdrawn
- Recommend that a continued activity or repeat application would not be granted

Applications for continued activity/repeat applications

- **Grant holders may not apply for a community grant if they have received funding within the last 12 months, or until funded activity is complete and final reports received by SCC, whichever is the later.**
- **Small Grant Holders may then apply for another grant without prejudice for new activity.**

DRAFT

- Medium Grant holders then seeking to apply again, after the term of their grant, for continued activity will need to provide the following
 - Evidence of planning for the sustainability of the activity beyond funding by SCC
 - Evidence of research and applications to other funding sources and/or diverse funding of the activity.
- Communities Working Group will consider offering continued or repeat funding for medium grants at a lower level than the original grant to encourage sustainability and to ensure that the SCC grants pot remains available to support new initiatives.
- Partner or umbrella organisation supporting a smaller group to access SCC funding but holding and administrating the grant for them are able to hold a maximum of 3 grants at any one time. Applicants of this nature will need to provide the following within your full application
 - A description of the partnership relationship including how and where the funds will be held and administrated
 - Evidence that the project or activity applied for in this instance is distinct and separate from previous applications and that activity will be led and managed by a different group.

City Grants

For projects, activities or works that exceed £3,000. These grants are unfunded and granted at the discretion of councillors from the relevant committee, with reference to the priorities outlined above.

1. Applicants are encouraged to contact the City Clerk to discuss the application process before an application is submitted.
2. Applicants must complete a **Medium/City Grant Application Form** (Appendix 2) and forward it to SCC with the required supporting paperwork.
3. The Responsible Finance Officer (RFO) will review the application against the **Mandatory Requirements** and **City Grant Priorities** shown above and a recommendation will be made to the City Clerk.
4. The City Clerk, in consultation with the Leadership of the Council will determine whether the application is to be progressed.
5. Applications which are accepted will be considered at the next meeting of the Finance and Governance Committee. In exceptional circumstances an application can be considered by Full Council.
6. Applicants maybe asked by the Council to attend the committee meeting at which the application will be considered to introduce their application and answer any questions from Councillors.

DRAFT

7. If the Committee or Full Council award a grant, then the applicant will be advised they have 60 days to accept the offer and apply for the funding to be released by signing and returning the [Grant Acceptance Form](#) (Appendix 4) sent with the formal offer.
8. Conditions may be placed on the offer which may need to be met before funds will be released.
9. The applicant will be required to complete an 'end of project/annual return' once the project is complete. The Medium and City Grant [Annual Report/End of Project Monitoring Form](#) is shown at Appendix 6.
10. The Annual Report/End of Project Monitoring Fund will be presented to the F&G Committee for their consideration.

Reasons for application refusal or rejection

Below is a list of potential reasons for an officer refusing/rejecting an application - it is not an exhaustive list but provides key reasons.

- The application does not meet the mandatory requirements
- The application is not complete.
- Further information requested for an application has not been received in good time and no communication has been received from the applicant.
- The application does not meet with SCC's Strategic City Plan or the Key Priorities of the City Council.
- Such an application would set an unfair or unsustainable precedent to future applications of a similar nature.
- The project is too high risk for public funds and/or not good value for money
- The business case/budget, if presented, is considered flawed or unsustainable.
- SCC has awarded the allocated annual grant budget in full, and there are no identified reserves/contingency which it wishes to use.
- Any other relevant reason(s) which are considered significant to warrant refusal to safeguard SCC and local public funds.
- An application will be automatically refused with no right of appeal right if it is an application for the same or similar to a previously refused application and been submitted within 12 months following the refusal (same applicant/organisation etc.).

Appeals Procedure

The appeals procedure is only available to applicants in the initial stages of the process when an officer has issued an Officer Refusal Notice. The applicant has 30 days from the Date of the Notice to appeal.

DRAFT

To appeal the applicant needs to do the following:

- Response in full to any observations made to the satisfaction of the officer and provide information required.
- Set out why the appeal should be agreed

The Officer will submit valid appeals to the Chairman of the Events, Markets and Grants subcommittee/Finance and Governance Committee for approval to grant the appeal and so progress the application to Committee, OR to refuse the appeal.

If an application:-

- Is unsuccessful
- Is not called in
- Is refused on appeal
- Is not appealed within the deadline set or
- Has been turned down by members at a previous meeting or
- A grant or Rent Reduction Subsidy has been withdrawn

then the applicant cannot re-apply for the same or similar project/grant for a period of not less than 12 months from the date expiration of the 30 days appeal deadline or date of the final decision notice from an officer, the subcommittee, or the F&G Committee.

If a grant be re-applied for which is a similar or same request to that which is under the 12 month embargo, it will be automatically refused.

Further Information

1. In most cases, if a grant has been successful in the past, then there will be a limit to the number of times the same or similar grant can be requested again.
2. If an organisation is successful in obtaining a Grant in one financial year, it is less likely it will receive repeat funding in full, and additional evidence will be required with reference to the continued activity and repeat applications process outlined in this policy.
3. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Salisbury. All applications must clearly demonstrate how this will be achieved in their application form.
4. Application forms **must** be submitted along with the latest set of the group's accounts which must include full details concerning the organisation's reserves if held. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of the submission.
5. Grant applications cannot be submitted retrospectively.
6. The Medium Community Grant scheme provides start-up awards for new organisations as well as grants for existing organisations. Applications will be

DRAFT

considered for day-to-day running expenses and individual projects – full details must be provided in the application form.

7. Applications from religious & faith groups will be considered where a clear benefit to the wider community of Salisbury can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
8. Grants must only be used for the purpose for which it was awarded unless written approval of SCC has been obtained in advance. The Council reserves the right to reclaim the grant if prior approval is not sought.
9. Any unspent portion of the grant must be returned to SCC within 12 months of when the grant was awarded to the applicant.
10. Although SCC's Community Team will support applicants, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
11. SCC reserves the right to request any further information that it deems necessary to assist the decision-making process.
12. Awards made for projects seeking additional funding from other sources will be made available once **all** other funding is secured and will be available for 12 months from the date the request was approved (unless otherwise determined by SCC).
13. If the grant cannot be spent within 12 months from the award, a Grant Renewal Request must be submitted in writing to the Communities Team. This must give a full update, reasons for any delays, and details of the short, medium and long term project plans. This request will be considered by the Events, Markets and Grants Subcommittee and where appropriate the F&G Committee.
14. Awards may be subject to additional conditions and requirements as deemed appropriate by the Subcommittee/F&G Committee.
15. The awarding Committee/Subcommittee may award any proportion of the grant/subsidy requested.
16. Grant application forms are available from the Communities Team or the City Council website.

Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque. Grant payments will be made by BACS.

Grant Assessment Deadlines

- **Small and Medium Grants – are assessed three times a year at Events, Markets and Grants Subcommittee Meetings.**
- Deadlines will be published in advance on the SCC website, and will be 4 weeks before the subcommittee meeting.

DRAFT

- Applications will be assessed within 4 weeks of the deadline and applicants informed of the decision within 3 days of the meeting.
- City Grants are accepted and assessed on a rolling basis

Successful Grants

Subject to relevant conditions being in place, successful applicants have *60 days to accept the grant and request the release of the funds before it is automatically re-allocated*. An extension can be requested, but this is usually only granted for larger/capital projects. If the funds are automatically re-allocated after 2 months, then the applicant would need to re-apply for the grant, as well as submitting reasons for not drawing down funds within the 60 days/extended time. There is no guarantee that such applications will be successful

Notice of Officer Refusal

The applicant has 30 days from the date of the Refusal Notice to appeal or for a councillor to call-in the application to a future Subcommittee/F&G Committee meeting

Application refused by Events, markets and Grants Subcommittee or F&G Committee

Applicants cannot re-apply for 12 months from the date of the Subcommittee or Finance & Governance Committee meeting at which refusal was agreed.

Reporting Deadlines/Timelines

All successful grant applicants will be required to return the relevant annual return or end of project report (see Appendix 5 & 6). **Deadlines for the receipt of these reports are given in the grant acceptance letter and will differ for each grant.**

Reports must include all project aims and objectives (all grants) and priority areas (Medium and City Grants only) and each must be reported against.

Additional conditions attached to grants can include specific reporting criteria.

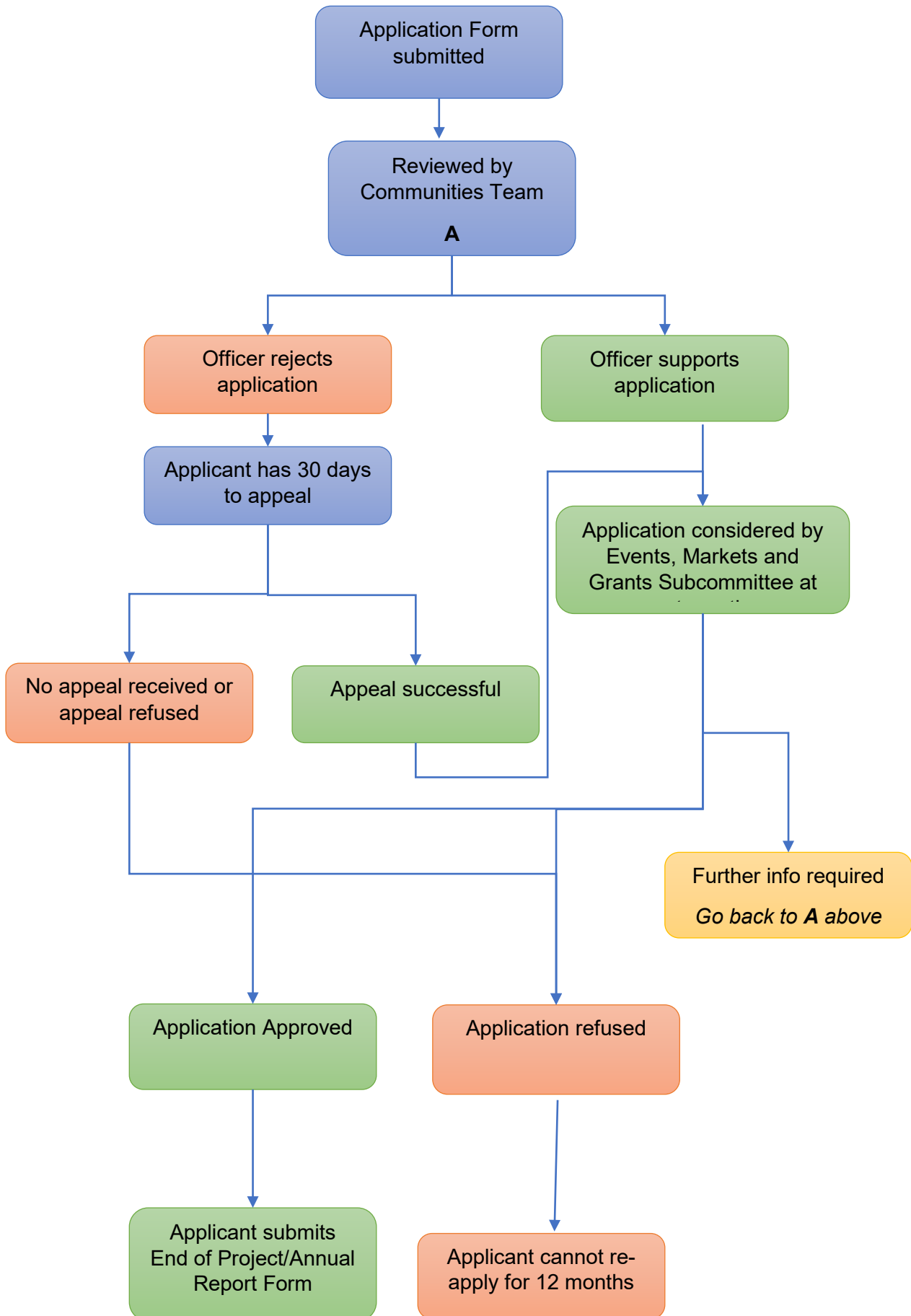
Flowcharts

Flowcharts are shown in the following pages

DRAFT

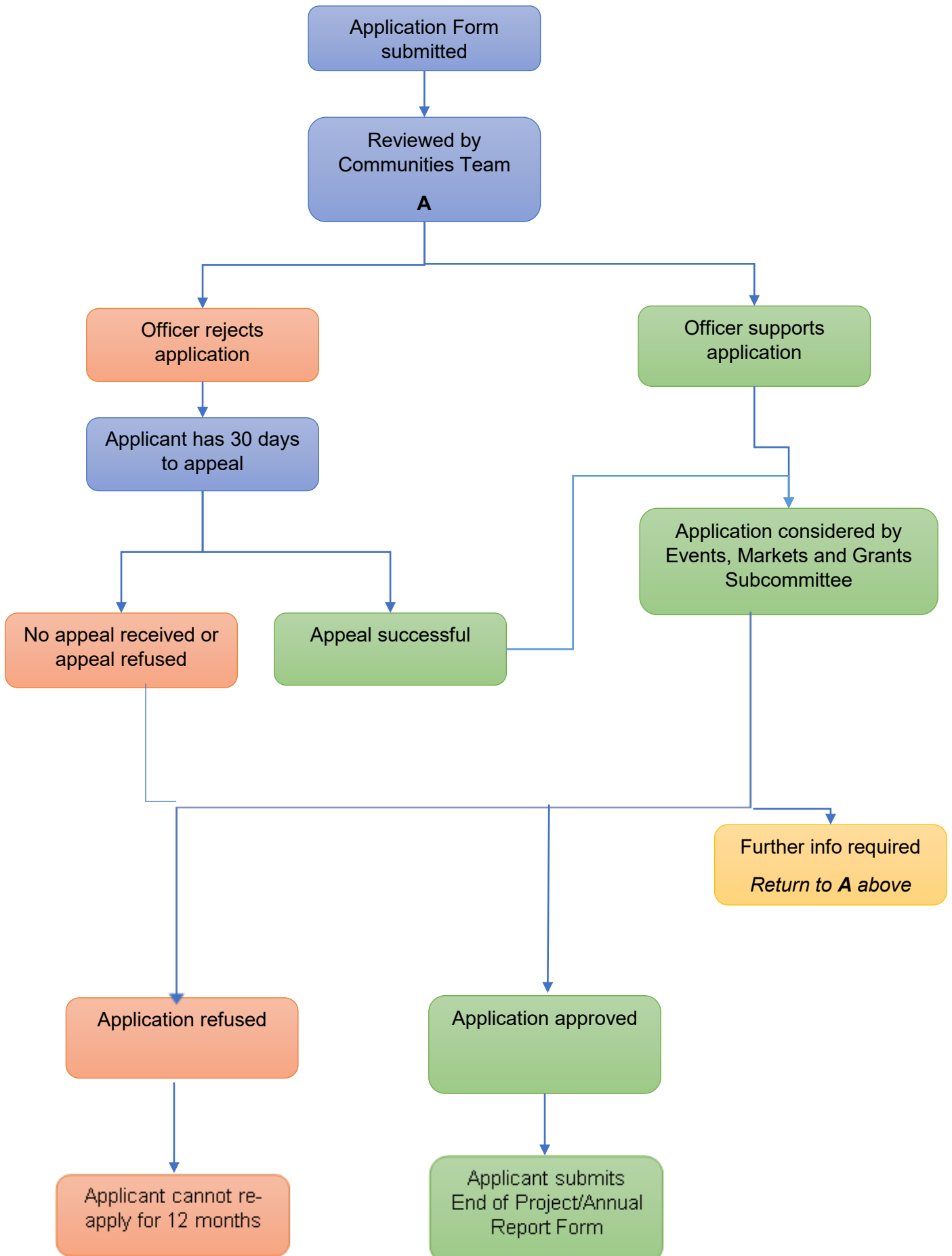
Application Flow Chart – Small Community Grant

For applications for up to £750



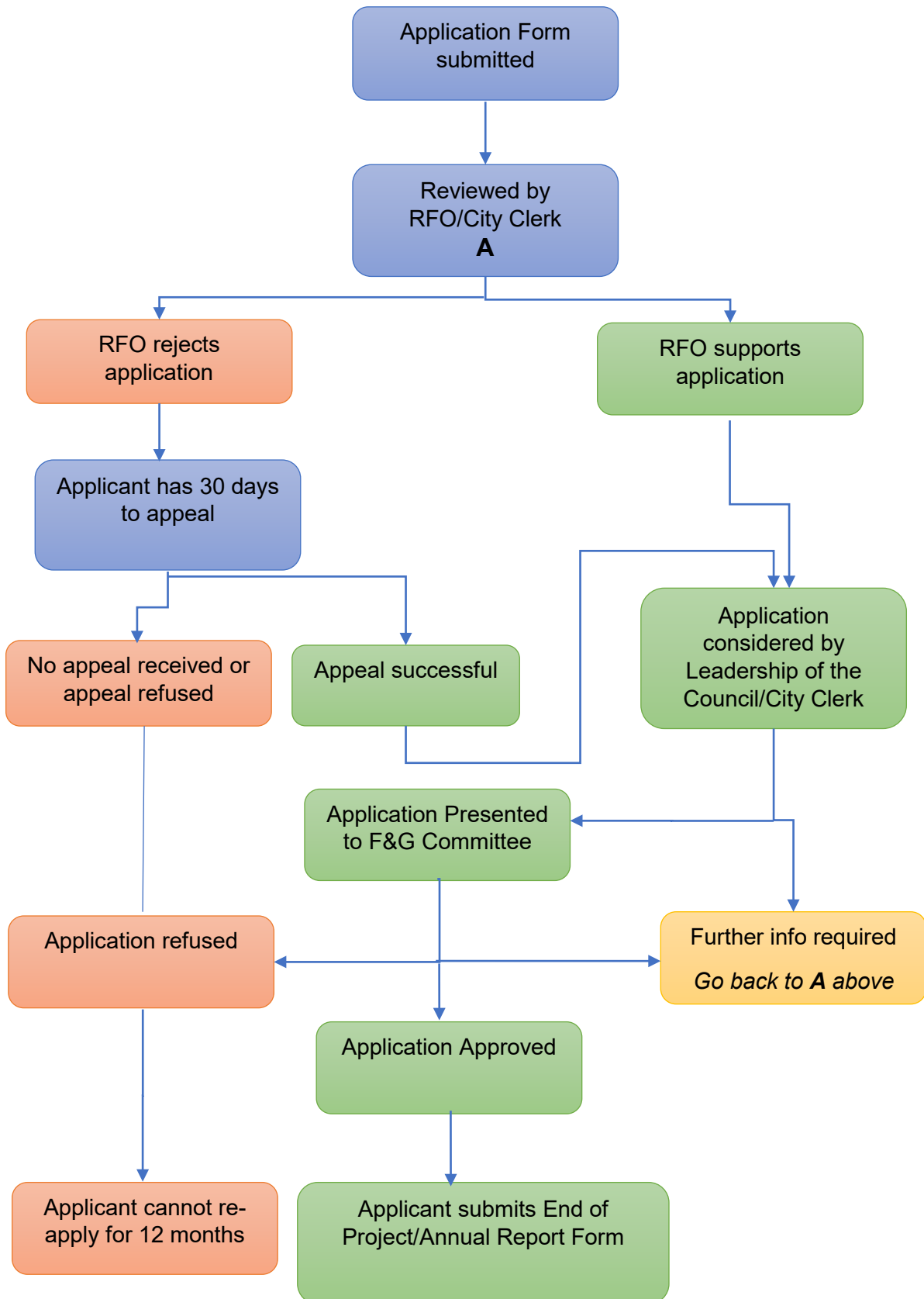
Application Flow Chart – Medium Community Grant

For applications of £500 - £3,000 over 1 – 3 years



Flow chart for City Grants

For applications that exceed £3,000 for projects and activities that sit outside Community Grants criteria



Appendix 1 – Small Grants Application Form



Small Grants Application Form

Will the project or activity for which you are applying be complete within 12 months of receiving any funding

(please ✓)

Do you have a safeguarding policy, officials, a constitution and terms of reference and a bank account requiring two signatories?

(please ✓)

If no – are you partnered with an organisation who does?

(please ✓)

If yes, please include their organisational information below, and explain the partnership relationship.

| | | |
|--|----------------------------|--|
| Contact Name: | | |
| Position: | | |
| Organisation: | | |
| Contact Address: | | |
| Telephone Number: | | |
| Email: | | |
| Status of Organisation: | | |
| Charity/Company number if (if applicable) | Charity No: | |
| | Company No: | |
| What geographical area does your organisation cover? | | |
| How long has your organisation been in existence? (Please ✓) | Less than one year | |
| | Between one and five years | |
| | More than five years | |

1. Organisation Background

| Have you applied for or received a grant/subsidy from SCC in the last <u>5 years</u> ? | Date Applied | Project | Amount Applied for | Were you successful |
|--|--------------|---------|--------------------|---------------------|
| (Please list – continue on a separate sheet if necessary) | | | | |
| | | | | |
| | | | | |
| | | | | |
| <p>What are the aims and objectives of your organisation (Mission or values statement, or terms of reference)</p> | | | | |
| <p>What are the main activities of your organisation?</p> <p><i>If you are a new group describe the services/activities you plan to provide</i></p> | | | | |
| <p>Please demonstrate your organisation’s commitment to equal opportunities</p> <p>(please enclose any relevant policies)</p> | | | | |

| | Yes / No or NA |
|---|----------------|
| Is this a retrospective application? | |
| Are you part of a religious group | |
| If this application is for a school is this for a project that benefits the wider community and is in addition to statutory services? | |
| If application is from Education, health or social service establishment – is the project in addition to statutory services? | |

2. Your project

| | | |
|----------------|-------------------|-----|
| Project | Start Date | / / |
| | Finish Date | / / |
| | Total Cost | £ |
| | Grant Applied For | £ |

| | |
|--|--|
| Project title | |
| <p>Description of project - Aims and Objectives <i>What will you do, where, when and who with.</i> <i>What are you trying to achieve - aims and objectives</i></p> | <p>Description:</p> <p>Aims and Objectives</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> |
| Where in Salisbury will the project / activity take place? | |
| <p>Who will benefit from the project?</p> <p><i>Please tell us what groups will benefit and approximately how many people will benefit in total, please give a number, do not put 'everyone in the area' an estimate is fine if you cannot be exact</i></p> | |

| | |
|--|--|
| <p>Does your project or have an impact in any of the following priority areas, and if so how?</p> <ul style="list-style-type: none">• Improving People's Wellbeing• Bringing Communities Together• Working to celebrate, or improve understanding, of marginalised communities• Supporting People on Low Incomes• Improving Access to Active Lifestyles• Creating a Green City | |
| <p>What other benefits will arise from the delivery of your project and for whom?</p> | |
| <p>What evidence do you have that this project/activity is required?</p> <p><i>Tell us how you have identified the need for the project, whether within your group or community and how you think your project will meet this need</i></p> | |
| <p>What support have you received for this project/activities?</p> <p><i>Please tell us about any expressions of support you have received from outside your organisation</i></p> | |

| | |
|---|--|
| <p>How will the project/activities be managed and how will you measure its success?</p> | |
| <p>What are the main risks for the success of the project/activity and how will these risks be managed? E.g. health and safety, financial challenges</p> <p>i.e. what might prevent your project from being delivered successfully?</p> | |
| <p>If your organisation/group has financial reserves, what is the value of these reserves and for what purpose are they held?</p> | |
| <p>If your reserves are more than the amount you are requesting, please explain why you are seeking external funding</p> | |

3. How will you pay for your project?

Tell us how much money you need for your project/activity

- a) Provide a FULL breakdown of the costs involved in your project
- b) Show how much of the funding you are requesting towards this element

| Item or activity | Total cost | Funding requested |
|------------------|------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Totals | | |

3.2 Please list any applications you have made for funding from other organisations in the table below:

| Organisation | Contribution Sought (£) | Applied (please tick as appropriate) | Granted (please tick as appropriate) |
|--------------|-------------------------|--------------------------------------|--------------------------------------|
| | | | |
| | | | |
| | | | |

4.0 Further information enclosed Checklist

| | Enclosed (please ✓) |
|---|---------------------|
| A copy of your organisations bank statements for the previous three months (mandatory) | |
| Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificate if appropriate (mandatory) | |
| A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisations status) | |
| A copy of your organisations latest set of accounting statements (if any exist) | |
| Safeguarding policy | |
| Copies of any letters of support for your project | |
| Other (please list) | |

| | |
|--|--|
| | |
|--|--|

If any of the above documents have not been enclosed, please give reasons why in the box below:

| | |
|--|--|
| | |
| If you are applying as a partnership, with one organisation holding the funds for a smaller group, please describe the partnership relationship and how the funds will be administered | |
| Please confirm that the bank account from which this project is funded is in the name of the organisation and that 2 authorised representatives are required to authorise payments. | |

Declaration by the applicant

I/we declare that, to the best of my /our belief, the information on this application form and in any enclosed supporting documentation is correct

I/we declare that, I/we have read the City Council’s Grant Policy and believe to the best of my/our knowledge, that we meet the criteria set out by the Policy

I/we accept the following:

- I. That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- II. That for applications of £1000 or more, a presentation is required by the applicant(s) to the City Council. This will be arranged prior to any meeting by the City Council Active Communities Team
- III. That any grant offered will be used only for the purpose set out in this application and
- IV. That we will provide reports on progress at the request of the City Council
- V. That should any grant offered, not be used in accordance with the terms and conditions set out by the City Council, I/we undertake on behalf of the organisation to repay the outstanding amount to the City Council on demand

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant council meeting

DRAFT

| | | |
|---------------------|--|--|
| Signed : | | |
| Name(s): | | |
| Position(s): | | |
| Date: | | |

SCC will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected (Medium Grants Application).

We will only hold your information for as long as necessary for the purposes (a year after the event)

I consent for my personal data being held for the purposes listed

Please remember:

If you have not answered all the relevant questions and sent all the information we require, we will return your application to you and this will cause a delay.

Please send your application to:

Communities Team, SCC, Bemerton Heath Centre, 58-60 Pinewood Way,
Salisbury, SP2 9HU

Appendix 2 - Medium / City Grant Application Form



Medium / City Grant Application Form

Which type of Grant or Subsidy are you applying for? (please ✓)

1. City Grant

2. Medium Community Grant

If applying for more than 1 year (Medium Grant only) is application for one project that spans more than one year

(please ✓)

Do you have a safeguarding policy, officials, a constitution and terms of reference and a bank account requiring two signatories?

(please ✓)

If no – are you partnered with an organisation who does?

(please ✓)

If yes, please include their organisational information below

| | |
|--|----------------------------|
| Contact Name: | |
| Position: | |
| Organisation: | |
| Contact Address: | |
| Telephone Number: | |
| Email: | |
| Status of Organisation: | |
| Charity/Company number if (if applicable) | Charity No: Company No: |
| What geographical area does your organisation cover? | |
| How long has your | Less than one year |

DRAFT

| | | |
|--|----------------------------|--|
| organisation been in existence? (Please ✓) | Between one and five years | |
| | More than five years | |

Please be aware for all applications of £1000 or more, the applicant may be required to provide a presentation about the project to the Events, Markets and Grants Subcommittee.

If you have any specific communication needs, tell us what they are

Text phone Sign language other language

(please specify)

Other

1. Organisation Background

| Have you applied for or received a grant/subsidy from SCC in the last <u>5 years</u> ? (Please list – continue on a separate sheet if necessary) | Date Applied | Project | Amount Applied for | Were you successful |
|---|--------------|---------|--------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| What are the aims and objectives of your organisation | | | | |
| What are the main activities of your organisation? <i>If you are a new group describe the services/activities you plan to provide</i> | | | | |
| Please demonstrate your organisation’s commitment to equal opportunities | | | | |

DRAFT

| | |
|--|--|
| (please enclose any relevant policies) | |
|--|--|

| | Yes / No or NA |
|---|----------------|
| Is this a retrospective application? | |
| Are you part of a religious group | |
| If this application is for a school is this for a project that benefits the wider community and is in addition to statutory services? | |
| If application is from Education, health or social service establishment – is the project in addition to statutory services? | |

2. Your project

| | | |
|----------------|-------------------|-----|
| Project | Start Date | / / |
| | Finish Date | / / |
| | Total Cost | £ |
| | Grant Applied For | £ |

| Project title | |
|---|---|
| Description of project AIMS AND OBJECTIVES <i>What will you do, where, when and who with. What are you trying to achieve - aims and objectives?</i> | Description: Aims and Objectives 1) 2) 3) 4) |
| CITY GRANTS ONLY How will your project bring long term benefit to or have significant impact on Salisbury City and/or its residents? | |

| | |
|---|-------------------------------|
| <p>Where in Salisbury will the project / activity take place?</p> | |
| <p>Who will benefit from the project?</p> <p><i>Please tell us what groups will benefit and approximately how many people will benefit in total, please give a number, do not put 'everyone in the area' an estimate is fine if you cannot be exact</i></p> | |
| <p>MEDIUM GRANT PRIORITIES Please identify which of the following community priorities your project will have an impact against and describe that impact (ideal minimum of 2)</p> <ul style="list-style-type: none"> • Improving People's Wellbeing • Bringing Communities Together • Working to celebrate, or improve understanding, of marginalised communities • Supporting People on Low Incomes • Improving Access to Active Lifestyles • Creating a Green City | <p>1)</p> <p>2)</p> <p>3)</p> |
| <p>CITY GRANTS PRIORITIES Please identify which of the following priority areas your project will have an impact against and describe that impact. (Minimum of 1)</p> <ul style="list-style-type: none"> • Creating a Green City • Creating a Lively City • Improving the Wellbeing of Residents | <p>1)</p> |

| | |
|---|--|
| <p>How will you measure the impacts of your projects against your aims and objectives and the priorities you have highlighted above?</p> <p><i>e.g. beneficiary feedback, numbers of direct beneficiaries, delivery outcomes or other evaluation methods</i></p> <p>(These measures will be reported against in your annual or end of project report)</p> | <p>AIMS AND OBJECTIVES</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>GRANT PRIORITIES</p> <p>1)</p> <p>2)</p> <p>3)</p> |
| <p>What evidence do you have that this project/activity is required?</p> <p><i>Tell us how you have identified the need for the project, whether within your group or community and how you think your project will meet this need</i></p> | |
| <p>What support have you received for this project/activities?</p> <p><i>Please tell us about any expressions of support you have received from outside your organisation</i></p> | |

| | |
|---|--|
| <p>How will the project/activities be managed and how else will you measure its success?</p> | |
| <p>What arrangements do you have in place to ensure safeguarding of children, young people and/or adults at risk.</p> <p><i>Applicable only if your project involves working with these client groups</i></p> | |
| <p>What are the main risks for the success of the project/activity and how will these risks be managed? E.g. health and safety, financial challenges</p> <p>i.e. what might prevent your project from being delivered successfully?</p> | |
| <p>If your organisation/group has financial reserves, what is the value of these reserves and for what purpose are they held?</p> | |

| | |
|---|--|
| <p>If your reserves are more than the amount you are requesting, please explain why you are seeking external funding</p> | |
|---|--|

3. How will you pay for your project?

3.1 Tell us how much money you need for your project/activity

- Provide a FULL breakdown of the costs involved in your project year by year
- Show how much of the funding you are requesting towards this element
- Using columns A-C to tell us how much funding you are requesting in years 1- 3

Add extra rows as *required*

| | A | B | C | D | |
|------------------|----------|----------|----------|------------|-------------------|
| Item or activity | Year 1 | Year 2 | Year 3 | Total Cost | Funding Requested |
| | £ | £ | £ | £ | |
| | £ | £ | £ | £ | |
| | £ | £ | £ | £ | |
| | £ | £ | £ | £ | |
| | £ | £ | £ | £ | |
| | £ | £ | £ | £ | |
| | £ | £ | £ | £ | |
| Totals | £ | £ | £ | £ | |

DRAFT

3.2 Please list any applications you have made for funding from other organisations in the table below:

| Organisation | Contribution Sought (£) | Applied (please tick as appropriate) | Granted (please tick as appropriate) |
|---------------------|--------------------------------|--|--|
| | | | |
| | | | |
| | | | |

4.0 Further information enclosed Checklist

| | Enclosed (please ✓) |
|--|-------------------------------|
| A copy of your organisations bank statements for the previous three months (mandatory) | |
| Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificate if appropriate (mandatory) | |
| A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisations status) | |
| A copy of your organisations latest set of accounting statements (if any exist) | |
| Safeguarding policy | |
| Copies of any letters of support for your project | |
| Other (please list) | |

If any of the above documents have not been enclosed, please give reasons why in the box below:

| |
|--|
| |
|--|

| | |
|--|--|
| If you are applying as a partnership, with one organisation holding the funds for a smaller group, please describe the partnership relationship and how the funds will be administered | |
| Please confirm that the bank account from which this project is funded is in the name of the organisation and that 2 authorised representatives are required to authorise payments | |

Declaration by the applicant

I/we declare that, to the best of my /our belief, the information on this application form and in any enclosed supporting documentation is correct

I/we declare that, I/we have read the City Council’s Grant Policy and believe to the best of my/our knowledge, that we meet the criteria set out by the Policy

I/we accept the following:

- VI. That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- VII. That for applications of £1000 or more, a presentation is required by the applicant(s) to the City Council. This will be arranged prior to any meeting by the City Council Active Communities Team
- VIII. That any grant offered will be used only for the purpose set out in this application and
- IX. That we will provide reports on progress at the request of the City Council
- X. That should any grant offered, not be used in accordance with the terms and conditions set out by the City Council, I/we undertake on behalf of the organisation to repay the outstanding amount to the City Council on demand

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant council meeting

| | | |
|---------------------|--|--|
| Signed : | | |
| Name(s): | | |
| Position(s): | | |
| Date: | | |

SCC will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected (Medium Grants Application).

We will only hold your information for as long as necessary for the purposes (a year after the event)

I consent for my personal data being held for the purposes listed

Please remember:

If you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay.**

DRAFT

Please send your application to:

Communities Team, SCC, Bemerton Heath Centre, 58-60 Pinewood Way,
Salisbury, SP2

Appendix 3 – Grant Application – Officer Refusal Notice

Grant Application – Officer Refusal Notice

| | |
|---|--|
| Grant Application received from: | |
| Organisation Name | |
| Name of Project | |
| Date of Refusal Notice | |

Your grant application has been assessed by the Active Communities Manager and has been refused on the grounds selected below:

| | |
|---|---|
| | ✓ |
| The application does not meet the mandatory requirements | |
| The application is not complete. | |
| Further information requested for an application has not been received in good time and no communication has been received from the applicant. | |
| The application is for a medium or city grant and does not meet with the areas of priority outlined in the Community Grants Policy | |
| Such an application would set an unfair or unsustainable precedent to future applications of a similar nature. | |
| The project is too high risk for public funds and/or not good value for money | |
| The business case/budget, if presented, is considered flawed or unsustainable. | |
| SCC has awarded the allocated annual grants budget if full, and there are no identified reserves/contingency which it wishes to use. | |
| Any other relevant reason(s) which are considered significant to warrant refusal to safeguard SCC and local public funds. | |
| *An application will be automatically refused with no right of appeal right if it is an application for the same or similar to a previously refused application and been submitted within 12 months following the refusal (same applicant/organisation etc.). | |

The application has been refused on these grounds because:

You have 30 days from the date of this notice to submit an appeal

*Except in the case of automatic refusal where there is no right of appeal

| | |
|---------|--------------------------------------|
| Signed: | Sarah Gregson Communities Manager |
|---------|--------------------------------------|

Appendix 4 - Grant/Subsidy Acceptance Form

**SCC COMMUNITY GRANT FUND SCHEME
Grant/Subsidy Acceptance Form**

Name of project:

Amount of grant/subsidy:

Decision: The *Communities Working Group/Service Committee/Finance and Governance e Committee* has agreed to fund the bid.

(delete as appropriate)*

The following conditions apply to this award:

**Reporting deadline:
(report template will accompany this letter)**

(To be completed by Communities Manager/City Clerk appropriate)

I accept the grant on the terms as offered

Signed Date

Name of Group/Organisations:
(BLOCK CAPITALS)

Position/Representing

Address

..... Postcode.....

Telephone

Email

Please provide bank details for the account into which SCC will pay this grant.
(If you require a cheque please let us know who to make the cheque payable to)

Cheque BACS transfer

Account Name:

Account Number:

Sort Code:

Please return completed form to:

Grants - **SCC, The Guildhall, Salisbury SP1 1JH** or
grants@salisburycitycouncil.gov.uk

Appendix 5 – Small Grants Annual Report/End of Project Monitoring Form

Small Grants

Annual Report/End of Project Monitoring Form



What is this form for?

This form is to enable you to describe what you've achieved through your work, by this we mean the activities, services or facilities you have been able to provide by being awarded a Medium Grant, or relief from your rent via the Rent Reduction Scheme, as detailed in your application

Please complete the whole form and send to:

Communities Manager
 SCC
 Bemerton Heath Centre
 Pinewood Way
 Salisbury
 SP2 9HU

**Date by which completed form
 must be received by SCC:**

INSERT DATE

| | |
|---------------------------------|---|
| Organisation Name | |
| Project Name | |
| Telephone Number | |
| Contact Name | |
| Email Address | |
| Details of award/subsidy | £ |

Agreed changes/benefits/objectives for the year (from application) – add rows as appropriate

| Aim/Objective or key priority area | Describe how these aims and objectives were met/delivered including actual outputs as well as evaluation and feedback | |
|--|--|--|
| Please outline all mentioned in your application. | Please include any evidence here or as additional documents | |
| 1. | | |
| 2. | | |

| | | |
|---|--|--|
| 3 | | |
| 4 | | |
| Can you confirm that the whole of the award was spent on the purpose for which it was given | Yes/No <i>(please be aware that if the answer is NO, the remaining balance may need to be repaid)</i> | |
| Have you enclosed copies of accounts, receipts and invoices to support this monitoring form? | Yes/No | |
| If you have answered NO to either question, please explain why | | |

Comment and evaluation

Use the box below to provide information on any other evaluation and learning you have gained during the course of your project, or refer to additional documents attached e.g. evaluation reports or physical outputs.

| | |
|---|-------------------------|
| Number of beneficiaries supported through this award | Direct beneficiaries: |
| | Indirect Beneficiaries: |

| | |
|---|--|
| Were there any changes/benefits you were not expecting? (include here any results that were in addition to your original aims, or difficulties/challenges experienced) | |
|---|--|

| | |
|---|--|
| Any other relevant information, highlights or comments, including links to press or web content produced as a result of this project | |
|---|--|

| | | | |
|---------|-----------|-------|--|
| Signed: | Position: | Date: | |
|---------|-----------|-------|--|

**Please return this form along with your accounts, invoices and receipts to:
Communities Manager, SCC, Bemerton Heath Centre, Pinewood Way, Salisbury SP2
9HU**

| |
|------------------|
| Publicity |
|------------------|

| | |
|--------------------------|--|
| Organisation Name | |
|--------------------------|--|

COMMENTS
It would be helpful if you could provide us with a quote we can use on what the award has meant to your organisation or to the people that your project/organisation helps in accordance with the changes/benefits you have reported. (Please keep this to a maximum of 50 words)

This has been written by:

Name.....Position

(Capitals please)

(E.g. Committee Member,
Client, Helper etc.)

PHOTOGRAPHS

Do you have a photograph that is suitable for inclusion in our Annual Report or similar publication

Yes/No - if yes please send it via email to BHC@salisburycitycouncil.gov.uk with your organisation name and details of the activity etc.

If NO, would you be agreeable if we were able to arranged for a photographer to visit

Yes/No

If you are agreeable, the following information would be helpful

Is there a regular day, time and place that would be convenient? If so please give details:

Alternatively please provide a name and telephone number of the person to contact if we can arrange for a photographer to visit

Name:.....

Telephone Number.....

Monitoring and evaluation guidelines:

Monitoring and evaluation of your project is not just important to us and our residents, but also to your organisation for future planning purposes and possible funding applications.

Being organised to monitor progress from the outset will help you evaluate your work and most importantly, the difference made to your beneficiaries. Focussing on the changes/benefits your project has achieved will help with your report.

Please take time to familiarise yourself with this form and the information you will be required to supply – ensure everyone knows what is required and when the form is to be returned.

Think about what you said the award would be used for and why. If this was for a small project within your organisation you need to report on the changes/benefits of the project itself, not on those of the organisation as a whole.

Changes/benefits should be linked to the aims of the project, though some may be unexpected. Use/adapt your existing systems and information wherever possible. Examples could include questionnaires, feedback forms, recorded observation, interviews, and attendance sheets and so on

Here are some examples of the types of information we are looking for

Example 1

| | |
|---|--|
| Purpose for which award was made | Towards refurbishment of the community hall kitchen |
| Activities | Hall bookings increased 50% Luncheon club for 40 elderly people launched, once a week Toddler group now prepares fresh healthy snacks on the premises for 35 under fours |

| | |
|----------------------------|--|
| | Youth club now teaches 30 teens simple food prep |
| No of beneficiaries | 450 |
| Unexpected outcomes | Five of the volunteers who took part in the project have joined the management committee and further improvements to the hall are being planned and funding sought |

Example 2

| | |
|---|---|
| Purpose for which award was made | To buy IT equipment for a disability help-line support group |
| Activities | Two computers purchased and broadband installed New marketing material produced Website designed |
| Changes/Benefits achieved | Email facility now available in addition to telephone help (now averaging 12 emails per day) Four new volunteers recruited and IT training took place Four existing and four new volunteers gained basic certificates in IT communication skills Website launched to allow signposting to resources outside help-line hours |
| No of beneficiaries | 85 per week on average |
| Unexpected changes/benefits | Now working in partnership with a recycling project that installs computers, free of charge, into home of people with disability. Recipients identified through helpline Client surveys suggests that we are now helping a wider range of disability needs though email / website for those that find telephone a difficult medium, due to hearing or speech difficulties. This will require additional training for the staff and volunteers for the organisation |

Remember – you have signed a contract with SCC

Non return of the Monitoring and Evaluation form may result in your organisation having to pay Rent to the value of the award unaccounted for and prevent your organisation from applying to the Rent Reduction Scheme in the future.

Here are some general hints and tips regarding managing and returning monitoring on time for any award recipient:

Monitoring and Evaluation Tips

| |
|--|
| Share and pass on the monitoring requirements and form with others in your organisation |
| Diary return dates for Monitoring and Evaluation forms (Check with your Salisbury City contact if unsure) |
| If you are unclear about what is expected ASK! |
| Put systems and good practices in place to collect quantitative data (things that can be measured numerically) as a matter of course over the award period |
| Incorporate required monitoring data into feedback forms completed by your users and volunteers |
| Keep copies of all receipts and invoices |
| If someone moves in your organisation, hand the requirements over and inform us of the new contact straightaway |
| If there are changes to, or problems with your planned activities, talk to your SCC contact before your monitoring is due, don't assume you can use the award for other purposes. Regard the exercise as a positive one. Lessons learned from monitoring and evaluation can feed into your future strategic plans and other funding applications |
| Allow good time for posting the report and take copies of completed monitoring forms for your files before you send them to us |
| Focus on the changes/benefits achieved through your activities |
| Do not wait to be reminded or chased for monitoring – it may appear unprofessional, and chasing by SCC puts a strain on administrative resources |

Appendix 6 Medium and City Grants Annual Report/End of Project Monitoring Form

Medium and City Grants

Annual Report/End of Project Monitoring Form



What is this form for?

This form is to enable you to describe what you've achieved through your work, by this we mean the activities, services or facilities you have been able to provide by being awarded a Medium Grant, or relief from your rent via the Rent Reduction Scheme, as detailed in your application

Please complete the whole form and send to:

Communities Manager
 SCC
 Bemerton Heath Centre
 Pinewood Way
 Salisbury
 SP2 9HU

**Date by which completed form
 must be received by SCC:**

INSERT DATE

| | |
|---------------------------------|---|
| Organisation Name | |
| Project Name | |
| Telephone Number | |
| Contact Name | |
| Email Address | |
| Details of award/subsidy | £ |

Agreed aims and objectives for your project and with reference to SCC priority areas for the year (from application)

| SCC Great Priority Areas - Medium Grants | SCC Grant Priority Areas - City Grants |
|--|---|
| <ul style="list-style-type: none"> Improving People's Wellbeing Bringing Communities Together Working to celebrate, or improve understanding, of marginalised communities Supporting People on Low Incomes Improving Access to Active Lifestyles Creating a Green City | <ul style="list-style-type: none"> Creating a Green City Creating a Lively City Improving the Wellbeing of Residents |

Add additional rows below as appropriate

| Your project Aims and Objectives | | Describe how these aims and objectives were met/delivered including actual outputs, evaluation and feedback |
|---|--|--|
| Please include any aims and objective listed in your original application | | Please include any evidence, here, or as additional documents |
| 1. | | |
| 2. | | |
| 2 | | |
| SCC Grant priority areas | | Describe how your activity delivered impact against these priority areas including actual outputs, evaluation and feedback |
| Please include the key priority areas you listed in your original application. Ideal minimum of 2 | | Please include any evidence, here, or as additional documents |
| 1. | | |
| 2. | | |
| 3 | | |

| | | |
|---|--|--|
| 4. | | |
| CITY GRANTS ONLY How did your project bring long term benefit to or have significant impact on Salisbury City and/or its residents? (please refer to your original application) | | |
| Can you confirm that the whole of the award was spent on the purpose for which it was given | Yes/No <i>(please be aware that if the answer is NO, the remaining balance may need to be repaid)</i> | |
| Have you enclosed copies of accounts, receipts and invoices to support this monitoring form? | Yes/No | |
| If you have answered NO to either question, please explain why | | |

| | |
|---|--|
| Comment and evaluation Comment and evaluation Use the box below to provide information on any other evaluation and learning you have gained during the course of your project, or refer to additional documents attached e.g. evaluation reports or physical outputs. | |
| | |
| Number of beneficiaries supported through this award | |

| | |
|---|--|
| Number of sessions run (where relevant) | |
| Were any additional reporting or delivery conditions (see grant acceptance letter) met? Please provide evidence where possible. | |
| Were there any changes/benefits you were not expecting? (include here any results that were in addition to your original aims, or difficulties/challenges experienced) | |
| | |
| What can you take from the changes/benefits to plan or develop for the future | |
| | |
| Did you need to raise any additional funds for this project? Yes/No | |
| If Yes, what other funds did you manage to raise and from where? If you plan to, how will you continue to do this work? (Indicate financial and other arrangements made) | |

| | | |
|--|--|-------|
| Any other relevant information, highlights or comments. | | |
| | Including links to press or web content produced as a result of this project | |
| Signed: | Position: | Date: |

**Please return this form along with your accounts, invoices and receipts to:
Communities Manager, SCC, Bemerton Heath Centre, Pinewood Way, Salisbury SP2 9HU**

| Publicity | |
|--|--|
| Organisation Name | |
| COMMENTS | |
| It would be helpful if you could provide us with a quote we can use on what the award has meant to your organisation or to the people that you project/organisation helps in accordance with the changes/benefits you have reported. (Please keep this to a maximum of 50 words) | |
| | |
| | |
| | |
| | |
| | |
| | |
| This has been written by: | |
| Name | Position |
| (Capitals please) | (E.g. Committee Member, Client, Helper etc.) |

PHOTOGRAPHS

Do you have a photograph that is suitable for inclusion in our Annual Report or similar publication

Yes/No - if yes please send it via email to BHC@salisburycitycouncil.gov.uk with your organisation name and details of the activity etc.

If NO, would you be agreeable if we were able to arranged for a photographer to visit

Yes/No

If you are agreeable, the following information would be helpful

Is there a regular day, time and place that would be convenient? If so please give details:

Alternatively please provide a name and telephone number of the person to contact if we can arrange for a photographer to visit

Name:.....

Telephone Number.....

Monitoring and evaluation guidelines:

Monitoring and evaluation of your project is not just important to us and our residents, but also to your organisation for future planning purposes and possible funding applications.

Being organised to monitor progress from the outset will help you evaluate your work and most importantly, the difference made to your beneficiaries. Focussing on the changes/benefits your project has achieved will help with your report.

Please take time to familiarise yourself with this form and the information you will be required to supply – ensure everyone knows what is required and when the form is to be returned.

Think about what you said the award would be used for and why. If this was for a small project within your organisation you need to report on the changes/benefits of the project itself, not on those of the organisation as a whole.

Changes/benefits should be linked to the aims of the project, though some may be unexpected. Use/adapt your existing systems and information wherever possible. Examples could include questionnaires, feedback forms, recorded observation, interviews, and attendance sheets and so on

Here are some examples of the types of information we are looking for

Example 1

| | |
|---|--|
| Purpose for which award was made | Towards refurbishment of the community hall kitchen |
| Activities | Hall bookings increased 50% Luncheon club for 40 elderly people launched, once a week Toddler group now prepares fresh healthy snacks on the premises for 35 under fours |

| | |
|----------------------------|--|
| | Youth club now teaches 30 teens simple food prep |
| No of beneficiaries | 450 |
| Unexpected outcomes | Five of the volunteers who took part in the project have joined the management committee and further improvements to the hall are being planned and funding sought |

Example 2

| | |
|---|---|
| Purpose for which award was made | To buy IT equipment for a disability help-line support group |
| Activities | Two computers purchased and broadband installed New marketing material produced Website designed |
| Changes/Benefits achieved | Email facility now available in addition to telephone help (now averaging 12 emails per day) Four new volunteers recruited and IT training took place Four existing and four new volunteers gained basic certificates in IT communication skills Website launched to allow signposting to resources outside help-line hours |
| No of beneficiaries | 85 per week on average |
| Unexpected changes/benefits | Now working in partnership with a recycling project that installs computers, free of charge, into home of people with disability. Recipients identified through helpline Client surveys suggests that we are now helping a wider range of disability needs though email / website for those that find telephone a difficult medium, due to hearing or speech difficulties. This will require additional training for the staff and volunteers for the organisation |

Remember – you have signed a contract with SCC

Non return of the Monitoring and Evaluation form may result in your organisation having to pay Rent to the value of the award unaccounted for and prevent your organisation from applying to the Rent Reduction Scheme in the future.

Here are some general hints and tips regarding managing and returning monitoring on time for any award recipient:

Monitoring and Evaluation Tips

| |
|---|
| Share and pass on the monitoring requirements and form with others in your organisation |
| Diary return dates for Monitoring and Evaluation forms |

| |
|--|
| (Check with your Salisbury City contact if unsure) |
| If you are unclear about what is expected ASK! |
| Put systems and good practices in place to collect quantitative data (things that can be measured numerically) as a matter of course over the award period |
| Incorporate required monitoring data into feedback forms completed by your users and volunteers |
| Keep copies of all receipts and invoices |
| If someone moves in your organisation, hand the requirements over and inform us of the new contact straightaway |
| If there are changes to, or problems with your planned activities, talk to your SCC contact before your monitoring is due, don't assume you can use the award for other purposes. Regard the exercise as a positive one. Lessons learned from monitoring and evaluation can feed into your future strategic plans and other funding applications |
| Allow good time for posting the report and take copies of completed monitoring forms for your files before you send them to us |
| Focus on the changes/benefits achieved through your activities |
| Do not wait to be reminded or chased for monitoring – it may appear unprofessional, and chasing by SCC puts a strain on administrative resources |