



**Nottinghamshire
County Council**

Nottinghamshire County Council

Guide to Grant Aid for Voluntary and Community
Organisations

GENERAL INTRODUCTION TO GRANT AID

The strong and vibrant voluntary and community sector in Nottinghamshire provides many important services and makes a significant contribution to life in the County. The County Council wishes to encourage and support voluntary and community action, therefore it welcomes applications for grant aid from local voluntary and community organisations.

Equality of opportunity

The County Council encourages applications which promote equality of opportunity, employment and access to services throughout the community. Consequently, whilst applications for grant aid assistance are considered on their individual merits, great importance is attached to promoting applications designed to meet the needs of disadvantaged groups.

The County Council's objectives include:

- improving access to work opportunities for all the people of the county;
- developing programmes to seek to redress disadvantage and discrimination;
- ensuring that everyone has access to the benefits of all the council's services;
- promoting partnerships and joined up working across all areas and sectors.

Equality and Diversity

Your organisation must demonstrate an active commitment to equality and diversity in all of its affairs and not discriminate against any individual or group on the basis of:-

- age
- disability
- gender
- race
- religion or belief
- sexual orientation

The County Council is committed to promoting diversity in both its employment practices and its delivery of services.

Types of grant aid available

Each year most services within the County Council invite applications for on-going expenditure (for delivery of services) by the first Friday in November.

One-off grants (e.g. for projects, events, or equipment) are also made, and information on what is available and how to apply is made available through local infrastructure groups, on the County Council website and directly through our newsletter and other publications.

Application forms and further information can be obtained in three ways.

- 1) County Voluntary Sector Liaison Service
3 Church Street
Arnold
Nottingham
NG5 8FD
Tel No 0115 9674424
- 2) Telephone the Customer Service Centre on 08449 80 80 80.
- 3) Visit our website
www.nottinghamshire.gov.uk/home/your_council/howweprovideyourservice/partnerships/voluntarysector/grant_aid/yourcouncil_ourpartners_voluntary-applying_for_grant_aid_including_application_forms.htm

This is a general guide to grant aid and specific guidance on completing the application form is included on the form.

Grants for emergencies, unforeseen works and for individuals can also be made in certain circumstances. Contact the County Voluntary Sector Liaison Service for advice.

As there are extensive demands on its funds, the County Council will normally only commit to funding any organisation, on a time limited basis ranging from one to three years (the latter being subject to annual monitoring and review). Applicants should note that a significant amount of money has already been committed by the County Council to a number of existing groups and projects.

The following table indicates the types of activity that are eligible for grant aid.

ACTIVITIES ELIGIBLE FOR GRANT AID

Service	Activity
Adult Social Care and Health*	Grant aid is available to groups providing social care services e.g. <ul style="list-style-type: none"> •☐ Support for those with physical/sensory/mental disabilities or illness •☐ Support for older people •☐ Information/Advice provision including housing and welfare rights •☐ Support for carers •☐ Housing advice/support •☐ Mental Health projects •☐ Counselling •☐ Support for those escaping from domestic violence •☐ Furniture recycling projects
Advice	Grants are available for Citizens Advice Bureaux and general advice agencies.
Arts	Organisations developing new projects to increase access to art, particularly for people excluded for social or economic reasons.
Community Safety*	Grants are available to support community safety projects in the widest sense. They may relate to community cohesion projects; victim support; domestic violence; crime reduction initiatives or related activities.
Community Transport	Supporting coordinated Community Transport schemes.
Economic Regeneration	Community organisations undertaking or seeking to develop local economic development and regeneration projects, with a priority on initiatives targeted at disadvantaged communities across the County.
Environmental Conservation	Information about funding the restoration of buildings, local environmental conservation and improvements, archaeology, nature conservation etc.
Families and Children's Support*	Grants are available to support preventative and support work with families and children, for children with special needs and families experiencing stress.
Infrastructure Support *	<ul style="list-style-type: none"> •☐ Grants are available to support one local infrastructure organisation per District to provide general support and a focus for the sector in that District •☐ Grants are available to support specialist organisations to provide advice/information to the sector across the County on specific issues such as employment or financial advice; development of self help groups or support to be involved with partnerships
Neighbourhood Groups	Grants allocated towards running costs, equipment and activities to community groups providing locally based services.

Groups	to community groups providing locally based services.
Play	Holiday play schemes and play organisations, and support for organisations providing these services.
Sport	Grants are offered to clubs and governing bodies for the development of sport within the County
Youth Support Service*	Grants are available towards running costs (excluding salary costs) for registered groups working with young people aged 11-25 years. One-off grants are also available to registered groups to develop new and innovative projects with young people aged 11-25 years. Would also consider supporting umbrella organisations that cover the whole county, including a contribution towards staffing costs.
* Detailed service descriptions are available via the website www.nottinghamshire.gov.uk or by phoning: 0115 9674424	

GENERAL CRITERIA FOR APPLYING FOR COUNTY COUNCIL GRANT AID SUPPORT

General Criteria and conditions of funding *(for specific criteria please refer to the relevant Service description if available)*

In applying for grant aid you must demonstrate that your organisation will operate for the direct benefit of residents of Nottinghamshire.

In addition you will need to show that you meet the following requirements:

- That the service you offer, or propose to offer, meets an identified and unmet need and will benefit communities in Nottinghamshire.
- That the organisation's management arrangements are strong enough to manage the grant, and in particular that the organisation has clear objectives for using the grant and indicators to measure achievement.
- That the organisation needs the level of financial support requested.

In assessing applications the County Council will consider whether the proposed activity:

- is one that the County Council believes is better carried out by a voluntary organisation than itself;
- fits with other similar services in your area and will complement existing services;
- meets a widespread need or is targeted at particular disadvantaged communities;
- is for an innovative approach to an existing unmet need or for pioneering a new area of work;

- if it is to be undertaken by a national or regional organisation, that the service arrangements will ensure that the communities in Nottinghamshire will benefit;

Meeting these criteria does not guarantee grant aid funding. An offer of funding will be solely at the Council's discretion. Any grant offer will require the completion of a grant aid agreement between the organisation and the County Council.

At all times it is the applying organisation's responsibility to ensure that it:

- discharges its legal statutory obligations;
- operates within the terms of its governing document;
- maintains proper records of its activities;
- is well managed in terms of finance and the delivery of services.

It is most important that any financial support you receive or have applied for from other sources is clearly stated and declared in the financial section of the application form. Failure to do so will result in a delay in the processing of your application.

Customer Care

The County Council will ensure that it provides an efficient service which deals sympathetically with applicants for grant aid.

In dealing with applications for grant aid the County Council will aim to:

- acknowledge the receipt of an application within 10 days;
- treat all applications on their merit and with due courtesy;
- provide a clear explanation when applications cannot be considered for grant aid,
- inform applicants if their application cannot be supported due to a lack of funding.
- advise applicants whether it would be appropriate for them to re-apply at a future date.

If your application is successful the County Council will endeavour to develop an effective partnership with your organisation to support the delivery of best quality services to the people of Nottinghamshire.

In particular:

- a grant aid agreement, including appropriate monitoring, will be agreed
- appropriate policies/procedures will need to be in place including –
 - Equal opportunities
 - Safeguarding vulnerable adults
 - Safeguarding children
 - Financial procedures (including a reserves policy)
- appropriate insurance will need to be in place

Monitoring Grant Aid

The County Council will monitor and evaluate those organisations receiving grant aid. The degree of monitoring and evaluation will reflect the level of funding awarded.

As part of this process, information will be requested on how the organisation has achieved its aims during the funded year and any constraints which have hindered its progress. Decisions regarding future funding will be influenced by the outcomes of monitoring and evaluation procedures regarding the organisation.

In particular the organisation should be able to demonstrate how it is achieving the aims and objectives specified in its Constitution and how its officers plan the organisation's affairs. This information should be set out in an Annual Report or a general summary of activities.

IMPORTANT INFORMATION

Financial management

Your organisation must be able to demonstrate the proper conduct of its financial affairs, that it keeps proper books of accounts and that it has them audited or independently examined annually in accordance with legislation. In the case of organisations receiving grants of more than £10,000 in a full year, such an audit or examination must be by a person who is a member of a recognised accountancy body or in the County Council's opinion deemed to be a satisfactory person to perform a proper examination.

General management

Your organisation must also be able to demonstrate the proper conduct of its general affairs in such areas as administration, financial procedures, organisation, planning and the use of methods and practices appropriate to its size and nature.

Safeguarding Children and Vulnerable Adults

All voluntary organisations and community groups have a duty to ensure that their trustees, staff and volunteers are fully aware of their responsibilities to any children or vulnerable adults they come into contact with in the course of their work. The County Council will ensure that organisations receiving grant aid comply with this duty.

Pay and conditions

The County Council will expect any organisation to clearly specify the pay and conditions arrangements it is making for paid staff.

Retrospective grant applications

Applications for grant aid to cover expenses and debts either already incurred or committed to by the organisation will not be considered.

Repayment of grants

All grants will be conditional on their being applied only to the purposes for which they were originally intended. If the grants are otherwise applied, the organisation and its officers shall be liable to repay the grants to the Council.

The County Council has its own financial arrangements regarding the under-spending of grants made by them and it should not be assumed that any unspent grant can be automatically carried over into the following year and/or used for other purposes.

Acknowledgement of County Council support

The County Council will, depending upon the level of grant awarded, require the receiving organisation to publicly acknowledge the source of such support. For example, any printed publications such as annual accounts, annual reports, publicity leaflets, letter headed notepaper, web sites, emails and similar material should identify the support given to the organisation by the County Council.

Organisations of a party political nature

The County Council will not make grants to any organisation which is a political party, has the nature of a political party or is engaging in campaigns for party purpose or cause. Grant shall not be used for purposes contrary to the Local Government Acts 1986, 1988 and 1997.

Religious activities

The County Council will not award grants for religious purposes.

Local Authorities (Companies Act) 1995

Voluntary organisations which are companies limited by guarantee or industrial and provident societies may come within the scope of these regulations. The act affects companies which are "influenced" or "controlled" by a local authority.

If you think your organisation may fall within the scope of this act, please contact the County Voluntary Sector Liaison Service Tel No: 0115 9674424.