



NOTES FOR APPLICANTS 2008/09

FINANCIAL SUPPORT FOR VOLUNTARY AND COMMUNITY ORGANISATIONS PROJECT GRANTS AND SMALL GRANTS

These notes should help you decide:

- if you are eligible to apply for a Council grant
- if your project is eligible
- when and how to apply

Types of grant available

These notes refer to two types of grants available from the Council – small grants up to £1,000 and project grants between £1,000 and £3,000. The detailed criteria for each grant are listed in the table below.

Application Process

Forms for both types of grant will be made available electronically by the Council and in hard copy from the CVS. All forms will be returnable in hard copy to the Council by the deadline stated in the time table of key dates below.

Date	Event
Applications open	Monday 8 October 2007
Applications close	Friday 23 November 2007
Papers need to be signed off for Grants Panel	Thursday 6 December 2007
Grants Panel decides successful applications	Potentially Thursday 13 December 2007
Informal notification of applicants	Friday 14 December 2007 – Thursday 20 December 2007
CVS to work with unsuccessful applicants	Monday 7 January 2008
Full Council to agree District Council budget for 2008-11	Wednesday 27 February 2008
Formal notification of groups	Thursday 28 February – Thursday 6 March 2008

Contacts for help

Adrian Turvey, Finance Department, St Albans District Council
<mailto:grants@stalbans.gov.uk> 01727 819209

Stella Merryweather, St Albans Centre for Voluntary Service
Stella@cvsstalbans.org.uk 01727 852657

Council Documents Referred to in the Application Form

The St Albans District Community Strategy for 2008-2011 can be viewed on www.stalbanslsp.org.uk/strategy/CommunityStrategy2007.pdf and www.stalbanslsp.org.uk/strategy/CommunityStrategyAppendices.pdf

St Albans Council's corporate aims and plan can be viewed on www.stalbans.gov.uk/local-democracy/policies/corporate_plan.pdf

St Albans Council Equalities Scheme can be viewed at www.stalbans.gov.uk/local-democracy/policies/equalities-010704.pdf

Grant conditions, payments and reporting

All groups offered a grant will be required to accept revised grant conditions which more clearly set out the detail of the grant agreement.

Payment will be in advance. A short end of activity grant report will be required for small grants; a longer end of activity grant report will be required for project grants

	Small Grants	Project Grants
Amount of application	Up to £1,000	Over £1,000 and under £3,000
Is it one off or longer term funding?	One off grant	One off grant
Main criteria for consideration of grants	Project or service must contribute to “community cohesion” (part of Council Corporate Aim 1 – “To build a community that is open, fair and inclusive”)	Must demonstrate clear link to the District Community Strategy priorities, with priority being given to the five areas of work which have been identified as LSP priorities shown in italics on the form
Who can apply?	Only voluntary/community organisations (including charities) that are clearly based in the district	All voluntary/community organisations who are active in the district and for organisations that are based outside the district, there must be evidence of networking with local voluntary groups
When are applications welcome?	Throughout the year quarterly deadlines Nov/Feb/May/Aug	On an annual basis, with adequate time built into process for organisations to put applications together
When are decisions made on applications and by whom?	Decisions made quarterly by delegated authority to Head of Culture and Community Development in conjunction with Portfolio Holder	Decisions made annually by Grants Panel in November/December
What other key evidence is required?	<ul style="list-style-type: none"> • Simple application form • Must demonstrate evidence of financial need 	<ul style="list-style-type: none"> • More detailed application form • Must demonstrate evidence of financial need • Evidence of the level of benefit to the District • Must show sustainability/achievability – i.e. some assurance that objectives will be achieved
Evidence of other funding required?	No	Yes – must be contributing from own resources and seeking funding from other sources
What reporting is required back on progress?	Simple reports required	Report back on progress against outcomes required