
Cabinet Member (Policing and Equalities)

31 July 2014

Name of Cabinet Member:

Cabinet Member (Policing and Equalities) - Councillor Townshend

Director Approving Submission of the report:

Executive Director, People

Ward(s) affected:

All

Title:

Community Grant Fund – Round One Award Decisions

Is this a key decision?

No

Executive Summary:

The Community Grant Fund was launched in September 2013 and is managed by the Community Development Team within the People Directorate. The process for managing the fund has evolved over the last few months and has built on lessons learned from a previous evaluation of processes and procedures. The Cabinet Member (Community Safety and Equalities) approved amendments to the Community Grant Fund criteria and decision making processes at the meeting of 1st May 2014.

The key changes that were approved included:

1. Dividing the funding into two rounds with clear closing dates for applications.
2. Decision making process requiring Cabinet Member approval for all grant awards.
3. Maximum grant award of £5000, with organisations restricted to one award per funding round.

Allocating funds via the two rounds ensures that the process is clear to applicants who want to plan for events or projects over the year. It also enables the Council to allocate funds to those projects that most closely meet the criteria and objectives, through being able to scrutinise all applications that meet the deadline.

This report provides information and recommendations on applications that have been received during round one of the process.

Recommendations:

Cabinet Member (Policing and Equalities) is requested to:

1. Approve payment of grants as recommended by the Panel.

List of Appendices included:

1. Grant Criteria Document

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Community Grant Fund Criteria

1.0 Context (or background)

- 1.1 Round one of the Council's Community Grant Fund 2014-15 was launched on the 12th May 2014, following approval from Cabinet Member (Community Safety and Equalities) at his meeting on 1st May 2014.
- 1.2 On 12th May 2014, all Councillors and key local voluntary agency networks were formally advised of the fund being launched, as agreed at the Meeting of 1st May 2014. Additionally, the fund was advertised in the Council's Citi-Vision publication to ensure that the fund was widely communicated across the City.
- 1.3 As well as being accessible on the Council website and the Coventry Partnership website, hard copy applications have been made available at the Council House reception to ensure that access was available to anyone who may not have access to a computer.
- 1.4 In line with the recommendations from the Cabinet Member meeting of 1st May 2014, a Panel has been established that consists of 3 senior Council staff. This panel has responsibility for scrutinising the applications and putting forward proposals for grant award to Cabinet Member.
- 1.5 Cabinet Member (Policing and Equalities) will make all final decisions in line with the decision taken at a previous Cabinet Member meeting (Community Safety and Equalities on 27th March 2014).
- 1.6 The fund was heavily oversubscribed. There were 89 applications with £350,619.91 worth of funding requests.
- 1.7 All applicants that are not fully funded will be offered support by a member of the Community Development Service to seek other potential funding streams and/or further developing their project proposals.

1.8 The fund aims to strengthen the voluntary and community sector through enabling local projects and events to be delivered; to enhance asset based provision; and to build resilience within communities.

1.9 As previously approved (Cabinet Member Meeting of 1st May 2014 for Community Safety and Equalities), all applicants will be required to meet at least one of the objectives outlined in the table below. This ensures alignment of outcomes with corporate objectives.

No	Objective
1	To deliver projects that aim to improve health and wellbeing, community safety or the local environment for communities (geographical communities or specific city-wide community).
2	To enable groups to deliver projects and/or events in the City (please note: *evidence of why the project/event is required must be provided within your application).
3	To support Community Venues to become or remain sustainable
4	To improve Community Cohesion by developing networks and/or partnerships of communication, trust, co-operation and collaboration between communities.

2.0 Options considered and recommended proposal

2.1 The proposals in this report have been produced in response to requests by the Cabinet Member (Community Safety and Equalities) at his meetings of 1st May 2014 and 27th March 2014.

2.2 The grant panel are suggesting the following grant awards for approval by Cabinet Member (Policing and Equalities), all of which meet the approved criteria (see Appendix 1) and at least one of the objectives noted at section 1.9:

Ward	project name	Brief description	Amount requested	Amount Suggested
Lower Stoke	Gosford Community Garden	New fully accessible garden for groups to meet in and use.	£5,000.00	£3,650
Lower Stoke	St Catherine's Church & Pastoral Centre	Stay and play group for under fives. Indoor and outdoor activities for children and parents.	£5,000.00	£1,250
Sherbourne	Koco Community Dinette	Fitting out of old room into a dinette for community groups & members of the public to use. To run community cooking projects from.	£5,000.00	£3,136
Longford	Bell Green Community Association	Purchase of equipment, tablets, digital cameras, laptops to enhance IT suite facilities.	£2,751.96	£1,950

Henley	Make lunch 'Woodend' Coventry City Mission	Provision of a hot meal during schools holidays to struggling families. Provide activities & games and education on healthy eating	£3,850.00	£3,500
Upper Stoke	Crafty Tots Stay & Play	Room Hire for existing Play & Stay group & Holiday club. Fund group trip.	£3,000.00	£500
Henley	Moat House Community Trust. Happy Healthy & Integrated families	Purchase of games for community events. Christmas Party. Bouncy Castle Purchase.	£4,877.99	£1,000
Radford	Learn2 Education - Community Training	Run First Aid, Safeguarding, food hygiene, Award in education & training for voluntary/community organisation to train volunteers.	£5,000.00	£2,100
St Michaels	Helen Women's Project - Zumba & Yoga	Engaging women from BME communities in fitness classes.	£2,000.00	£1,000
Upper Stoke	The Enterprise Club for Disabled People - 'New Horizons'	To provide days out and experiences for a group with physical or learning disabilities that they would not normally have access to. During the year but also over Christmas period.	£4,270.00	£3,320
St Michaels	Carriers of Hope Coventry, 'Deliverers of Help'	Collections/deliveries of donated furniture to those in need. Funding for insurance and maintenance of van for sustainability.	£2,500.00	£1,900
Lower Stoke	Life Community Centre - 'Sewing & Knitting group'	Enabling current group to continue. Room hire; equipment & repair costs.	£1,972.00	£1,200
St Michaels	Queens road Baptist church - Duke of Edinburgh award	Purchase camping equipment to enable those who can't afford this to attend & complete the expedition.	£2,074.95	£1,699
Earlsdon	Arty Folks - Media training	Social media training, artwork development and art displays run by and for people with mental health.	£4,950.00	£3,300
Foleshill	Coventry Roma project	To support integration of Roma community. Run Mum & Tots group. Enable application for Charity Status.	£5,000.00	£5,000
Earlsdon	SENA - Community Woodland Management project	Project to make local woods more accessible through engaging the local community to plant flowers and build a pond /wetland.	£2,360.00	£1,100

Binley & Willenhall	Willenhall Local History Group - Archiving & promotion of Willenhall history	Purchase of an AV projector to enable talks/visual presentations in (for example) residential care homes.	£339.99	£340
Earlsdon	Cov Resource centre for the blind - Music Group	Supporting blind/visually impaired people to enjoy music.	£4,700.00	£500
Wyken	Bob Woodley Angling Academy	Angling project (equipment and transport) to encourage young people engaged in ASB to do positive activities.	£3,800.00	£3,800
St Michaels	Warwickshire Wildlife Trust & Cov Foyer	Supporting vulnerable people from the Coventry Foyer to engage in positive outside activities.	£2,550.00	£2,050
St Michaels	Coventry Boys Club - New Coffee bar Facility	Improvements to catering facility / new coffee bar (current one has H&S issues).	£5,000.00	£2,000
Binley & Willenhall	St John the Divine family Holiday Club	Provision of a family holiday club and trip during the school holidays.	£1,360.00	£650
St Michaels	Coventry Charterhouse Association - New Signs	Signage on Charterhouse Building to encourage visitors.	£1,262.23	£600
Out of City	Coventry Tree Warden Network - Planting with communities across the city	Project to enhance the environment and raise awareness of trees/hedgerows with communities.	£2,000.00	£750
Radford	Coventry North Rainbow Guides - Educational Visit	Partial cost of coach to take group of Rainbow Guides to Hatton Country Park on an educational visit.	£300.00	£300
Sherbourne	Coventry Makerspace start up	Room hire and printer/tools to enable local communities to have a space to make things (woodwork/electronics/3D Printing etc.).	£5,000.00	£300
Sherbourne	Grapevine Coventry & Warwickshire	Developing a group of young people with learning difficulties; supporting them to develop skills to fundraise and run their own events.	£2,292.00	£2,000
Sherbourne	Coventry Foodbank & Bethel Church Spon End	Purchase and siting of a container for food storage.	£4,931.00	£1,800

Binley & Willenhall	Willenhall Wanderers - Football Fitness, Health & Wellbeing of Young People	Football equipment/kit/pitch fees etc. to encourage positive engagement of young people who may be drawn to ASB in Binley and Willenhall.	£1,405.00	£640
Radford	Godiva Trust - Godiva Sisters	Artistic celebration of culture and heritage across many cultures culminating in an event in the City Centre that will showcase the projects work.	£3,804.50	£684
St Michaels	Singer Residents Association - Hillfields by the sea	Trip to the seaside for 348 people (6 coaches) from Hillfields - Trip to be designed, promoted and led by volunteers.	£4,614.00	£3,300
Cheylesmore	Coventry Chess Academy - Schools Outreach Programme	Run an outreach programme across primary schools based on developing both chess skills and wider "life" skills associated with chess.	£2,079.40	£239
Radford	St Francis Church Radford - Work Club	Staff costs to continue current work club.	£4,992.00	£0
Sherbourne	Coventry & Warwickshire Friends	To develop existing support group and helpline for LGBT groups and individuals.	£5,000.00	£0
Wainbody	Aao Miloh (Come & Meet)	Continuation of existing group. Expand to a second location & new group to reduce isolation.	£910.48	£0
Lower Stoke	Pinley Over 60s Club	To continue and develop existing group for the over 60's. Initially a day out & purchase materials for group activities.	Not specified	£0
St Michaels	Ravidassia Community Centre. Fitness Classes	Health & fitness classes for group members. Purchase of training equipment.	£5,000.00	£0
Earlsdon	West Orchard URC & Community Centre	Refurbishment of current community kitchen to extend use.	£5,000.00	£0
Whoberley	Community Garden Memory Area	Creation of sensory/memory garden with raised beds, wheel chair access & level paths.	£5,000.00	£0
Foleshill	Building life skills & confidence project	Workshops for BME Communities around health, wellbeing. Gain self-confidence/for training or employment.	£4,850.00	£0

St Michaels	Eurosoma Education Centre. Safer Space	IT/Activities based project for young & unemployed Somali people in Hillfields area.	£5,000.00	£0
Earlsdon	Trinjen. Prayer & Exercise	Room hire for friendship & prayer group. Purchase of equipment for knitting.	£924.97	£0
Wainbody	Elemental Wellbeing. Thrive	Activities and self-help groups for people with mental health problems.	£5,000.00	£0
St Michaels	The Highlife Centre. Reach Out Project	Develop on line local directory of services.	£4,950.60	£0
Sherbourne	SPACE - (Support, Partnership, Active, Co-hesion, Engage)	Monthly meetings for those involved in fostering. To give a voice to the group.	£4,990.00	£0
Earlsdon	SENA - Earlsdon Fountain Project	To refurb & bring back into use historical drinking fountain located near to memorial park in Earlsdon. Using the project to educate locate schools children about their history.	£5,000.00	£0
St Michaels	Bardsley Work Club	Work club based in City Centre. 1 to 1's with interview advice, personality profiles & form filling.	£5,000.00	£0
Bablake	Creative Optimistic Visions - Urban Arts Project	Looking at peer pressure and drug use, STI's, teenage pregnancy and criminal activity using music as a medium for engagement.	£4,900.00	£0
Woodlands	St Oswald's - Tile Hill Tumble Tots	20 adults & tots attending pre school activity & training sessions.	£2,480.00	£0
Earlsdon	Coventry Cruse Bereavement Care	To train & support new & existing volunteers. Fund office costs & Admin fees. Enable the service to expand.	£5,000.00	£0
Lower Stoke	Stoke Alder Moor Community Association	To keep current minibus running. This is used extensively by community groups and helps support a variety of activities.	£5,000.00	£0
Radford	Cov & Warwickshire YMCA (Upcycling project)	Rent, equipment and volunteer travel expenses to enable upcycling furniture project.	£5,000.00	£0
Earlsdon	St Barbara's (C of E) Earlsdon, insulation & lighting	Improved insulation and lighting to reduce energy use to reduce running costs.	£5,000.00	£0

St Michaels	Cov Ethnic Minority Action Partnership - 'Cov Culture Club Project'	Sessional worker, overheads and room hire to run project aimed at appreciating differing cultures.	£5,000.00	£0
St Michaels	Jesus Army - Job Club	Purchase 5 laptops to offer a Job Club service in City Centre. Form filling, CV writing, Interview skills etc.	£1,750.00	£0
Foleshill	Foleshill Women's Training Ltd	Programme to allow women to meet, make friends; learn about health/wellbeing in targeted workshops.	£4,999.00	£0
Woodlands	Limbrick Wood Baptist Church - Toilet up grade	Toilet upgrade - building facilities not currently fit for purpose for tots group and older person's activities.	£5,000.00	£0
Radford	Media Mentors - Mbeat (Media brings education & the arts together)	Tutors, insurance and equipment to deliver music and media project for young people via a portable recording studio.	£5,000.00	£0
Wyken	Vanny Radio broadcasters	Radio and DJ equipment for young people project to promote communication and confidence building skill.	£5,000.00	£0
St Michaels	Imani - Altering A Life	Women's craft club to encourage inclusion/cohesion.	£4,992.00	£0
Foleshill	Shree Mandhata Samaj - Raising the roof	Essential roof repairs to enable the rooms to be accessible to community.	£5,000.00	£0
Cheylesmore	Murray Lodge - Challenge to change	Laptops for floating support workers (supporting ex-offenders).	£4,000.00	£0
St Michaels	Marimba Community Group - African Music & Dance for young people's wellbeing	Encouraging young migrants to live healthy lives through music and dance (equipment, volunteer expenses and room hire).	£5,000.00	£0
Westwood	Friends of Cannon Park - Trim Trail	Partial funding for new Trim Trail at Cannon Park School.	£5,000.00	£0
Woodlands	Friends of Hereward college - Hereward training laundry	Improvements to training laundry facility for people with Learning Disabilities.	£5,000.00	£0
Cheylesmore	Coventry Corps of Drums - Rent of Rehearsal Facilities	Room hire at local community centre to enable rehearsal.	£5,000.00	£0

Earlsdon	National Childbirth Trust - Simply Supporting Breastfeeding Drop In	Room hire and breastfeed counsellor fees to encourage breastfeeding.	£4,980.85	£0
Foleshill	Hope in Unity Ltd	Lunch Club / Holistic therapies/ craft activities and IT skills for BME Elders.	£4,985.00	£0
St Michaels	Lower Ford Street Baptist Church - Outdoor Club	Purchase of outdoor equipment (walking boots, waterproofs, tents etc.) for between 8 and 20 project recipients.	£1,870.00	£0
St Michaels	EGO Performance Company Ltd - EGO Mix & Music	Engaging people with Learning Disabilities in theatre/ arts and crafts.	£5,000.00	£0
Bablake	Immanuel Christian Centre - New Windows	Replacement of windows in community venue (currently states building is unusable in winter owing to cold/draughts etc.).	£6,017.00	£0
St Michaels	Holy Trinity Church - Stitching Group	Materials for creating new Kneelers by hand, encouraging engagement of those outside of the stitching group.	£902.40	£0
St Michaels	Coventry Voices of care council - Voices of care development	Looked After Children Christmas party / achievement event.	£2,745.00	£0
Upper Stoke	Stoke heath community centre - Relocating reception	Improvements to reception and office area to enhance accessibility and staff visibility.	£2,010.50	£0
Earlsdon	Unlock the music concert making - Winter Concert Season	Supporting musical learners to become performers culminating in a series of concerts.	£1,876.59	£0
Cheylesmore	Coventry Recovery Community - Community Building	Range of activities (to be decided by the group) to support sustained recovery from substance misuse.	£4,820.00	£0
Westwood	The Notables Foundation	Music/performance related learning and development for people with learning disabilities culminating in a carol concert.	£5,000.00	£0
Radford	Daimler Green Community Recreation Trust - Healthy Eating	Turn under-used changing rooms into a kitchen to enhance facilities available at the centre.	£5,000.00	£0

Bablake	Brownhill Court Residents Association - CCTV Cameras	CCTV for residents association from a "bungalow community" to reduce localised Anti-Social Behaviour.	£5,000.00	£0
St Michaels	Bardsley Youth Project - Drop in cookery course	Youth worker (Staff) and equipment for youth club/detached youth work aimed at engaging NEETs and some homeless young people.	£5,000.00	£0
Radford	Coventry Godiva Mela Ltd	Equipment for Asian film festival aimed at 800 people over 8 weekends from South Asian Community/Local Community.	£4,000.00	£0
St Michaels	African Caribbean Community Organisation Ltd - Young Vibes	Connecting / developing approximately 30 young people from African Caribbean backgrounds through a range of activities.	£5,000.00	£0
St Michaels	Coventry Women Voices - Action Research	Series of workshops to develop local groups to do impact assessments on the impact of the cuts; to develop research skills.	£4,120.00	£0
Radford	Sikh Aid Project	Equipment for activities at Daimler Green Community Centre.	£5,000.00	£0
Sherbourne	People Point Ltd - Inspired Communities	Improving engagement and participation levels; raising confidence and aspiration; promoting asset based working for people with mental health issues/socially isolated.	£4,680.50	£0
Foleshill	Wild Earth - Our Neighbourhood	Youth and family workshops and activities covering issues such as health and wellbeing; energy awareness IT safety.	£5,000.00	£0
Cheylesmore	Cheylesmore Community Association - Phase 3 Improvements	Building improvements to hall and entrance; creation of a new art space.	£2,900.00	£0
Lower Stoke	African Welfare Association - Community Awareness of Acceptable Parenting	Safeguarding adult and children awareness sessions in a range of priority neighbourhoods aimed at African parents.	£5,000.00	£0
Foleshill	Ekta Unity group - Happier Healthier Foleshill Project	Coffee mornings; knitting club; weekly wellbeing sessions for South Asian elderly women.	£5,000.00	£0
TOTALS			£350,619.91	£55,558

3.0 Results of consultation undertaken:

A consultation is being planned over the coming months to consult with those applicants that were funded in 2013-14, to establish the impact of the grant made and to inform the operation of the grants fund in the future.

4.0 Timetable for implementing:

As agreed at the Cabinet Member (Community Safety and Equalities) meeting of 1st May 2014:

Deadline	Cabinet Member meeting	Amount to be allocated
30 th June 2014	**July 2014	£80,000 maximum
December 2014	February 2015	Remainder of fund

*** Shown as August in report of 1st May 2014, but amended to July owing to there not being an August meeting in 2014.*

5.0 Comments from the Executive Director, Resources

No implications. Budget and process approved via due procedures.

5.1 Financial implications

There are no additional financial implications brought about by these proposed changes to the scheme. The grants will be paid from an existing budget for 2014/15 of £100,000.

5.2 Legal implications

No legal implications.

6.0 Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The Community Grant Fund seeks to support voluntary and community sectors to:

- Improve Health and Wellbeing.
- Improve the local environment.
- Address community safety.
- Support and develop cohesive communities.
- Develop confidence and resilience within communities

All of which support the Council's key objectives and priorities.

6.2 How is risk being managed?

Risk will be managed through the existing risk management processes and frameworks. The Community Development Service will also undertake monitoring to ensure that all successful applicants appropriately utilise their grants in line with Cabinet Member (Policing and Equalities) approval.

6.3 What is the impact on the organisation?

The fund will build on the strengths within communities and enhance confidence and resilience. Additional events and projects being delivered across the City should provide residents with alternatives to Council provision, potentially reducing demand on Council services. This directly supports the “Locally committed” elements of the Council Plan.

6.4 Equalities / EIA

It is recommended that an Equality Analysis is undertaken at the end of the year, to influence criteria and process for 2015/16 to ensure that actions reduce any potential equality gaps.

6.5 Implications for (or impact on) the environment

There are no direct impacts on the environment of the proposed grant awards.

6.6 Implications for partner organisations?

There is no impact on partner organisations of the proposed grant awards.

Report author(s):**Name and job title:**

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Directorate:

People

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Cat Parker	Executive Project Manager	People	30.6.14	01.07.14
Darren O Shaughnessy	Corporate Comms	Chief Executives	30.6.14	
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Names of approvers for submission: (officers and members)				
Ewan Dewar	Finance Manager	Resources	30.6.14	
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Mick Burn	Procurement	Resources	30.6.14	
Sara Roach, for Brian Walsh	Deputy Director	People	30.6.14	01.7.14 and final on 21.07.14
Members: Cllr Townshend	Cabinet Member		17.7.14	21.7.14

This report is published on the council's website: www.coventry.gov.uk/meetings .

Appendix 1

Coventry City Council's

Community Grant Fund

Criteria 2014-15

Please read carefully before making an application



Coventry City Council

www.coventry.gov.uk

Aim of the Community Grant Fund

Coventry City Council has established a grant fund of £165,000 to spend during 2014-2015 on community projects. Grants will be available at the discretion of the Council through 2 rounds of funding throughout the year. A timetable for applications is detailed on page 5 of this document.

This funding is intended to help Voluntary and Community groups throughout Coventry develop their capacity and promote sustainable change in neighbourhoods. Projects will be expected to enhance the local environment and/or improve the general health and well-being of citizens of Coventry.

This grant fund complements and supports the Council's objective of encouraging residents to "do more for themselves" and increase self-sufficiency. This will help further the development of actively engaged, sustainable, resilient communities within Coventry.

Objectives of the Scheme

This grant scheme seeks to achieve the objectives listed below through building on the strengths that exist in our communities. The application form will ask applicants to identify which of these objectives their project will contribute towards, and ask for details of how this will be achieved during the lifespan of the project.

1. To deliver projects that aim to improve health and wellbeing, community safety or the local environment for communities (geographical communities or specific city-wide community).
2. To enable groups to deliver projects and/or events in the City (please note: *evidence of why the project/event is required must be provided with your application).
3. To support Community Venues to become or remain sustainable
4. To improve Community Cohesion by developing networks and/or partnerships of communication, trust, co-operation and collaboration between communities.

**please note you will be expected to produce your evidence which could be (for example only) statistical, results of a consultation, evidence from a service provider such as the police or a social landlord*

Who can apply?

The grant fund scheme is only open to groups that are based in Coventry. Groups can be, for example, youth groups, community development groups, cultural organisations, community centre associations, women's groups, residents associations, tenants associations and other similar organisations.

The scheme is aimed primarily at projects to develop a culture of 'doing it for ourselves' to enhance community resilience and to have a legacy which will ensure the change/improvement is sustained.

Eligible Costs:

Grants may be awarded towards the cost of the following, provided they meet the objectives noted on page 3:

1. Organisation of events.
2. Seminars or discussion groups.
3. Projects that create sustainable change/improvements.
4. Renting appropriate facilities.
5. Resource materials.
6. Improvements to buildings / IT etc. that enhance service delivery opportunities for local communities
7. Action research and small publication costs.

Please note: The maximum award payable to an organisation is £5,000 in any one funding round.

Exclusions

Grants will not be paid for:

1. Political or Religious activities
2. Retrospective events (things that have already happened)
3. Cash generative schemes (where an individual or organisation profits from the award)
4. Anything that the Council already funds
5. Single person activities
6. Furniture



Information on Application

Application forms will be available on line at the Council's website, or in paper copy from the Council House reception desk.

It is always best to apply as early as possible which will allow time for processing of the application, and for any enquiries to be made if necessary.

Groups will be restricted to being awarded one grant per round. However, if a group has received funding in the past, they will need to demonstrate either that

1. That this is an entirely new application with clear and differing objectives to previous applications, or:
2. How additional funds will further develop and enhance earlier achievements for a project previously funded.

Applicants should understand that while careful consideration is given to each application, it may not be possible to fund all applicants to the extent requested, even if applications come within the criteria set out above.

When to Apply

Round 1: Deadline for applications is 4pm on Monday 30 June 2014

Round 2: Deadline for applications is 4pm on Wednesday 31 December 2014

Details of where to send your application is marked clearly on the application form.



Decision Making Process

No application will be looked at until after the closing date.

Any incomplete applications will be returned without being considered (but can reapply once fully completed)

Decisions will be made by the relevant Cabinet Member.

Decisions will be final with no appeals considered.

Successful candidates will be notified within 12 weeks of the deadline date.

Monitoring and Evaluation

All successful applicants will be expected to monitor their achievements, and provide evidence of what the grant was spent on (keeping receipts and invoices is essential).

It is a condition of accepting a grant that within 12 months of receipt of the grant you will:

1. Let us know what the grant helped you to achieve
2. Tell us how your local community benefitted from you receiving the grant
3. Provide detail of how the grant was spent

A monitoring and evaluation form will be sent to all groups with their grant offer letter. This letter will specify conditions of accepting the grant, and advise how to return any unused grant.