City of Lincoln Council – Community Grants Scheme

Guidance Notes: How to request funds from your local panel

This document will explain how the Council’s Community Grant Scheme works, whether you can apply, and how to request funds from your local panel. It contains guidance on completing the application form, in which you can set out the aims of your project, the problems it addresses, and the benefits to your neighbourhood.

Details about the programme & the aim of the programme

£300k is now available to fund community projects in each of the eleven wards in the City, funded by the Governments UK Shared Prosperity Fund (UKSPF) and Investors in Lincoln, delivered in partnership with City of Lincoln Council.

People will be encouraged to give time, expertise and resources towards the projects they identify in their areas. The Council will match these pound for pound, helping to stimulate local action towards meeting community needs.

The programme will help communities come together to identify their strengths and local priorities in order to plan for their future and become more resilient. It will fund both new and existing community projects.

The Grants Scheme is an initiative that provides local communities with the means to address their own priorities.

Communities will set up local panels in each ward and will decide upon projects for funding in their area.

It is a matched fund programme, which means that every £1 provided in funding must be matched by a minimum of £1 of in-kind or cash donations (this means donations of cash, services, free products or volunteer time).

Projects will be forward funded. Any underspend must be returned to the Council, and monies that are not evidenced as spent are required to be repaid.

Our Website

All the information on this fund can be found through the following link:-

https://www.lincoln.gov.uk/news/article/295/lincoln-wards-awarded-ukspf-funding-to-boost-local-communities

Am I eligible to apply to my panel for funding?

Each ward has its own Panel which is made up of your ward councillors and members of your community who have come together to produce a list of priorities to improve your area. If a project fits in with these priorities then the panel may recommend it for funding.

You can find out about local priorities on the council’s website, this page will also provide the contact details for the lead for each of our panels.

Is funding available to individuals?

No, funding for this programme is only available to groups, so if you have an idea to improve your neighbourhood, you must form a group to apply for funding with a bank account in the group name. You will need to create a set of rules which all members of your group agree to abide by. This is known as a Constitution.

Alternatively, there are many existing groups or charities that may be willing to be the accountable body to support your project.

Once you have a project, you can discuss this with your Community Connector who will be able to provide you with a brief application form, this form will also be available on the council’s website. This form allows you to show the panel how your project fits in with the aims of the programme, and it provides the information in the way the panel will need to see it to make a decision.

Before submitting an application, or if you need any further assistance, please ensure you have reached out to your Community Connector and discussed the project you are looking to receive funding for.

If your project is in the following areas:

Birchwood, Castle, Moorland, Minster, Hartsholme or Witham

Your Community Connector is Jaime Oliver: [jaime.oliver@lincoln.gov.uk](mailto:jaime.oliver@lincoln.gov.uk)

Abbey, Boultham, Carholme, Glebe or Park

Your Community Connector is Frances Plant: [frances.plant@lincoln.gov.uk](mailto:frances.plant@lincoln.gov.uk)

**The Community Grants Scheme aims to encourage people in each of or wards to:**

* Support the social action projects they need, improving the quality of life for themselves and others in their neighbourhood .
* Participate in relevant local decision making, promoting a sense of ownership not only of problems but of local opportunities and resources.
* Start more neighbourhood groups and revitalise existing groups.
* Work with businesses, charities and public authorities, encouraging people to help others and themselves to improve the quality of life locally.
* Introduce a new approach to funding projects - leveraging time, money and other resources - helping neighbourhoods play a leading role in regenerating their area.

**To receive funding any group or organisation must:**

* be a not-for-profit, third sector voluntary or community group. Businesses may also apply as long as the activity benefits the community. An example might be a private Nursery who requests fund for a community library.
* Schools may also apply as long as the activity is open to the whole community or can demonstrate that it’s an opportunity that pupils would not usually be available.
* be connected with and/or meeting the needs of the local community
* provide evidence of significant community participation in their application through the group’s matched element to the project
* show that their project is in line with the priorities identified for the ward
* Examples of what can be funded are:
* the purchase of equipment, like a computer, oven, furniture
* the costs of putting on a local event or workshop
* training for volunteers
* additional activities to expand an existing funded project
* activities that support community activity
* activities that meet an identified need in the local community
* funding to support an organisation to achieve a quality or other standard relevant to their activities.

**The Community Grants Scheme cannot fund the following:**

· Statutory organisations, such as Local Authorities and the Police Force

· Any party political activity

· Commercial ventures.

**Match Funding**

Groups funded by the programme will need to demonstrate match funding. The matched element should principally be in volunteer time but can also be donated cash, goods and services. As grants awarded will be small and volunteering opportunities in some cases may be limited, many groups will nonetheless, be dependent on volunteers to help deliver projects. We are recommending groups use an hourly rate of £13.70 to calculate the value of volunteer match time.

Project Proposal Form Guidance

A section by section guide to completing the proposal form.

You need to answer all questions.

About your group

Please provide standard contact details so that the Council can contact you if the panel approves your proposal.

About your project

Project Title

Choose a name for your project which will allow it to be easily recognised.

Project Summary

Please provide details about your project i.e. the aims of the project. The aim is a brief statement that explains the overall purpose of your project.

Which of the local priorities identified for your ward does this project address?

The panel website will list the priorities for the ward, make a note of which of these priorities your project will address.

How does your project meet these priorities?

The starting point for addressing how your project meets the priorities in your ward is to be clear on the need it is addressing. You need to demonstrate a problem, issue or situation where something needs to be changed to make things better for a person, group of people or an environment.

Area Covered by project

Although funding for this programme is at ward level, different neighbourhoods within your ward may have greater need of funding. Please let the panel know here what specific area of your ward your project will benefit.

Amount requested

Tell us how much grant you are applying for? It is expected that panels will only fund projects that require no more than £2,500, however in exceptional circumstances, panels can recommend projects for up to £5,000. Each panel will only be able to fund one project out of their allocation for this amount.

What is the start date for the project and when will it be completed?

Tell us how long the project will take to complete. Be as realistic as possible about when the project might start and how long it will take to complete. Don’t put a start date of a week after submission of your proposal, if the panel is not going to meet for three weeks. You should find panel meeting dates on their webpage, or you can email them to ask. Please bear in mind the time frames when planning your project. All projects have to be delivered by the end of March 2025, any unspent funds will need to be returned to the Council.

The Local Community

**How have you reached out to the community to demonstrate a need for this project?**

Each application must demonstrate a need for this project/activity, this could be shown by consultation with the local community i.e. residents groups, or letters of support for the project.

How many people will be involved in the project? What will they be doing?

There are various ways of involving people. For example:

* Having people who would use your project on your management committee.
* Getting local people who will use the project to help design it.
* Setting up user groups to give feedback on your plans and plan activities.

Where appropriate local people delivering activities or volunteering on the project.

The more members of the local community involved in the project will mean a higher number of volunteer hours, which means a higher match value for the project.

How will this project improve this neighbourhood?

Once you have addressed the need of your project of your project, you will need to have clear idea of the specific changes and improvements your project will have in your neighbourhood.

Financial Details

What will you spend the grant on?

List all the costs associated with your project.

**How are you making up the match part of your project?**

In order to receive funding for your project you need to contribute the same amount that you are asking for. You can raise this amount in the following ways:

* Volunteer time, which is valued at £13.70 per hour.
* Gifts in kind. These are services provided free of charge that normally you would have to pay for, such as venue hire.
* Cash donations

How does your project represent good value for money?

With only a limited amount of funding for your area, you need to demonstrate that your project delivers the most benefits for the least amount of money spent. You can do this by:

* Ensuring the most amount of people in your area benefit from your project
* Thinking of a problem in your area that could be solved for a small amount of money but would make a big difference in people’s lives
* When sourcing services and materials, obtain different quotes to make sure you are getting the best possible value for money
* Obtaining services and materials for free where possible from businesses willing to contribute to improving their community.

Need - key point’s checklist

* Why your project is needed and how you know it is needed?
* Who would benefit from your project?
* How the people who will benefit are involved in your project?
* The difference your project will make?
* What your project will do?
* How much funding you want, for how long and what you will spend the money on?
* How will you demonstrate that your project has made a difference and has achieved what is sets out to do?
* How does it meet the outputs and outcomes as set out by the panel.