

Applications process

The Officer or Neighbourhood Committee decision on all Community Grant applications is final. To apply the applicant needs to include the following:

1. Your written constitution or memorandum and articles or set of rules that establishes your group as a voluntary, community, faith, or other not-for-profit organisation.
2. That you are a not-for-profit organisation and able to demonstrate how surpluses are reinvested (you can provide evidence of this in your constitution and annual accounts).
3. That your group has a management committee or board of trustees with at least three members (you can provide evidence of this in your constitution)
4. Your bank or building society account in the name of the group/ organisation (please provide a copy of your annual accounts).
5. That you do not have an ongoing deficit that the grant application could be used to fill (please provide a copy of your annual accounts).
6. That your group has at least two unrelated people to authorise cheques and make withdrawals (you can provide evidence of this in your constitution).
7. An accounting system such as annual accounts to record income and expenditure (please provide a copy of your annual accounts).
8. A budget breakdown form for the project/service you want to undertake

The organisation needs to have all of these aspects to apply. In the application form the group will also need to provide as much of the following as is possible:

- describe what the grant request will be used for
- show there is a need or demand for the suggested activity (if possible)
- show how the suggested activities contribute to meeting at least one of our Strategic Outcomes and/ or local neighbourhood community plan priorities identified (showing how the project or activity promotes community integration or inclusion and/ or focuses on reducing inequalities, closing the gap for disadvantaged, isolated people and/or groups will also be advantageous)
- show that the organisations is open to the whole community, no matter the gender, race, disability, religion, age, marital status or any other protected characteristic group.
- describe how the project, event or activities will continue once the funding has ended, or how any legacy from the project or activities will be passed on, if appropriate.
- have a significant proportion of beneficiaries' resident in the Neighbourhood in which it submits its application if the group is submitting a Neighbourhood Community Grant application

- provide evidence of its fundraising/match funding plans as part of its application to ensure the best value for money possible for any Community Grant contribution
- demonstrate that these activities are additional and do not duplicate existing work
- demonstrate added value i.e., social, and environmental considerations
- show how the group will engage and consult regularly with users or members in developing and monitoring events, activities, or services to identifying the need for changes

The organisation will also have to commit:

- good practice in terms of equality legislation, health and safety, safeguarding (children and vulnerable adults) and promoting environmental good practice
- that it will collect and use performance management data to measure the event, activity, or project's impact and to monitor and improve effective delivery
- that it has adequate financial information including a budget for the event, project or activities in the application
- a clear indication of the state of the organisation's reserves, including designated and restricted funds and the reason that they are designated or restricted