

NEIGHBOURHOOD GRANTS CRITERIA.

Who can apply?

- Constituted Community Organisations based in South Norfolk.
- Registered Charities.
- Social Enterprises.
- Parish and Town Councils and constituted Parish Meetings.

How much can you apply for?

- Applications will be considered for grants of up to £2000.
- Applications for between £2001 and £5000 may be considered if the project can show that it will benefit the residents of more than one Parish.

The Essential Criteria for ALL Applications

The project must:

- clearly contribute to one or more of our Strategic Priorities;
- be in response to identified local need;
- benefit residents of South Norfolk;
- encourage the involvement of local people;
- be a one-off with plans to cover any future costs without a further application to the scheme;
- involve volunteers and be delivered by the applicant organisation, within one year of offer;
- have a financial plan showing where the rest of the funds will come from and demonstrate the need for grant funding from South Norfolk Council;
- have been discussed with the South Norfolk Council Neighbourhood Officer for your area [see map below].

The project must not:

- Have already started – expenditure already committed, or made, cannot be applied for;
- Be for commercial activities;
- Meet the costs of statutory responsibilities, including works that would normally be covered by a Town/ Parish Council precept;
- Fund education provision in schools;
- Support political, religious or lobby groups;
- Be for routine maintenance or repair of buildings or equipment;
- Be for works to religious buildings unless legally held by secular organisations;
- Provide sponsorship for charity travels – e.g. bike rides or trekking;
- Be for any discriminatory or illegal purposes;
- Have been awarded South Norfolk Council funding previously for the same project.

The applicant organisation must:

- have a written governing document [e.g. constitution or trust deed or Memorandum and Articles of Association for a Company Limited by Guarantee];
- have a health & safety policy and an equalities policy;
- Hold appropriate insurance cover and/ or licences for the facilities or activities being provided;
- have a bank or building society account requiring at least 2 unrelated signatories for cheques and withdrawals;
- be undertaking active fund-raising and show how they plan to cover their running costs in future years.

Please note that the above criteria are not exclusive and that the Grants Panel reserves the right to exercise discretion in making their decisions.

WYMONDHAM AND WEST

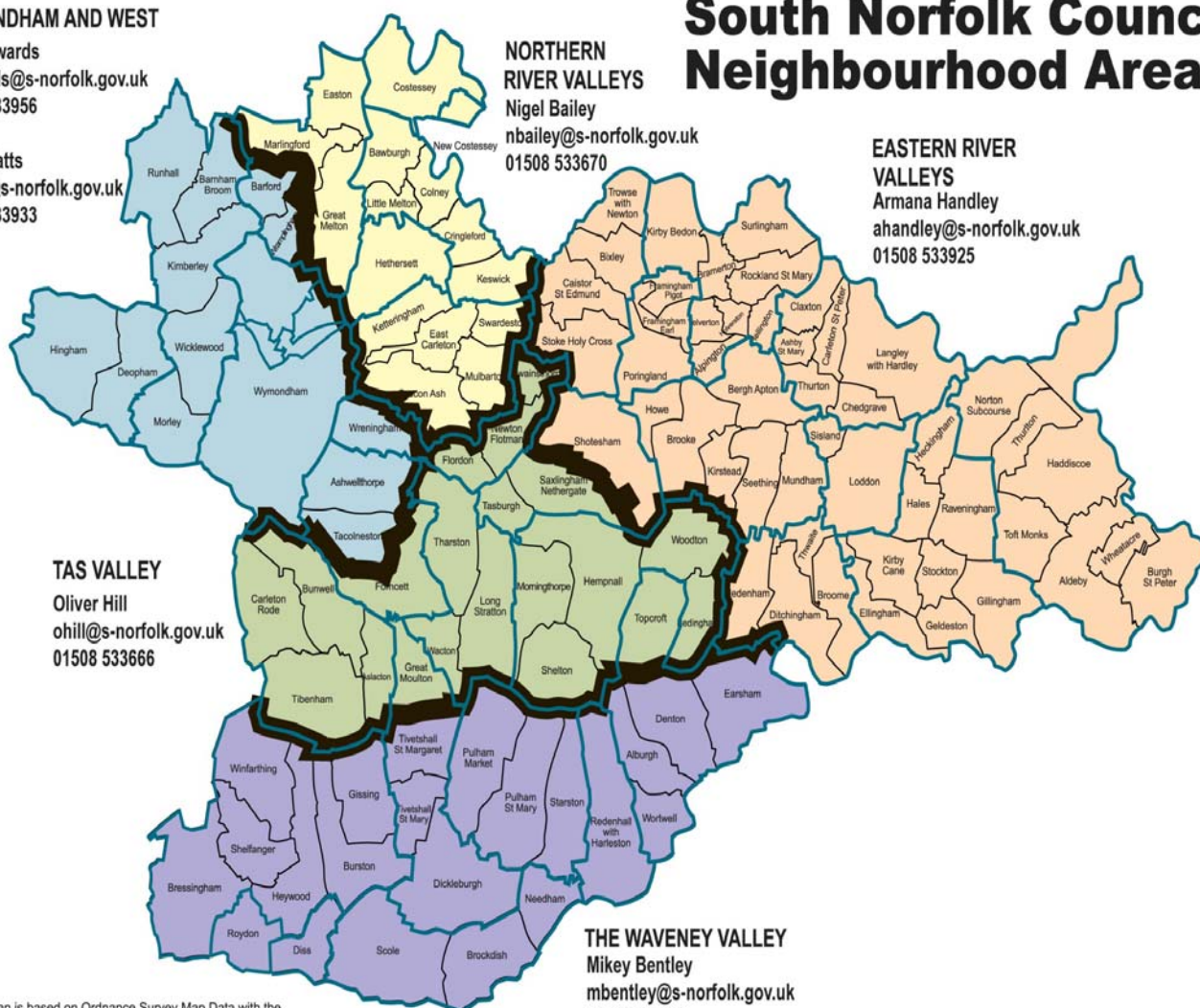
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South Norfolk Council Neighbourhood Areas

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GUIDANCE TO APPLICANTS

Please complete all sections of the form, which will allow South Norfolk Council to assess all applications for grant funding fairly and openly. We may need to ask you for additional information but will only do so if necessary to help us assess your application fairly.

When we receive your application it is checked to make sure that we have all the information that is needed. We then consult your South Norfolk Council Local Member, the Chairman of the South Norfolk Action Panel for your Neighbourhood and your Neighbourhood Officer. We may also consult specialists, depending on the nature of your project.

Applications are decided by our Grants Panel of elected Councillors that meets every 2nd month. Your application will be presented to the first available Panel meeting after we have all the information needed for them to make a decision. Reports and recommendations to the Grants Panel can be viewed on our website at <http://www.south-norfolk.gov.uk/democracy/default.aspx>

You will be contacted as soon as possible after the decisions have been made to let you know the outcome.

The following guidelines are intended to help you complete the form:

Question 1	This is the organisation name that appears on your governing document
Question 2	If your project is for a fixed facility, such as village hall, play area, sports pavilion or pitch, please give the address and postcode of the facility. If there is no specific postcode, please give the nearest property.
Question 4	The person completing this form must be authorised by the organisation to sign on its behalf and be able to answer questions about the application.
Question 7	A daytime contact number for the person named in Question 4.
Question 8	We will endeavour to use your preferred method of contact. Where you have given an email address we may use email in order to speed up communication.
Question 9	Name[s] of Parish[es] or town[s] that will benefit from the project, or it could be across the whole District.
Question 10	Please give a summary or overview of the project you are hoping to undertake.
Question 11	Please select all the South Norfolk Council priorities that you feel your project supports.
Question 12	Please refer what your project will do, to the priorities you have selected in question 11. For example, this might be how the project will benefit specific groups of people, or attract more visitors or perhaps bring more members of the community together.
Question 14	Tell us about any local consultations or surveys you have carried out, requests from local residents or letters of support you have that show the project has local support.
Question 15	If your project involves development to a site or building within the Broads Authority Area you will need to check the planning permission situation with them as well as with South Norfolk Council.
Question 16	The project start date must be after you have received any notification of funding from us. If yours is a phased project, the phase that this application refers to cannot start until you receive a notification. Our grant money must be spent within 1 year of the offer being made.
Question 19	The total of costs shown within this table must equal the total cost stated in question 18.
Question 22	The total project funding shown within this table must equal the total cost stated in question 18. If you need help to identify sources of funding for the whole project cost please contact the Funding Officer on 01508 533642, or email grants@s-norfolk.gov.uk
Question 26	By on-going costs we mean expenses such as insurance, repairs, maintenance, energy and fuel usage and making provision for future replacement or upgrade. If you will have on-going costs please make sure you submit a 12 month cash flow forecast for the first year after completion of the project.
Question 29	For example, youth sports clubs and coaching, gym club, arts and crafts workshops for children and young people, guides, beavers and scouts activities or facilities. For help and advice contact your sports governing body or the Local Safeguarding Children Board for Norfolk, http://www.lscb.norfolk.gov.uk/ which also offers Child Protection training.
Question 30	It is important that you have documented health & safety and equalities policies, to show grant-givers that your organisation is well run and that you aim to make your project as inclusive of all groups of people as possible. Most grant-givers will expect you to have these policies. If you need help with these contact either your Neighbourhood Officer or Voluntary Norfolk on 01603 614474 or Norfolk Rural Community Council on 01362 698216.

EXAMPLES OF PROJECTS SUPPORTED BY THE NEIGHBOURHOOD FUND:

<p>SPORTS FACILITIES Club grounds Parish/ Town Council pitches Club houses Sports pavilions</p>	<ul style="list-style-type: none"> • Improved playing surfaces • Perimeter pathways to enable disabled access • Major equipment purchase • Climbing wall • Building improvements and major refurbishment
<p>SPORTS ACTIVITIES</p>	<ul style="list-style-type: none"> • Start up costs for a new activity or team • Youth team football strips • Youth coaching
<p>CHILDREN/ YOUNG PEOPLE Youth buildings Play areas Fixed or mobile equipment Skills training</p>	<ul style="list-style-type: none"> • Youth Shelter • Digital equipment • Group or activity start up costs • Play area equipment • Outdoor seating/ games area • Multi Use Games Area [MUGA] • Youth Radio Station start up costs • Sailing dinghies • Building refurbishment • Activity equipment • Activity workshops to promote new interests
<p>OLDER PEOPLE'S PROJECTS</p>	<ul style="list-style-type: none"> • Dance floor and carpets • Group start-up costs • Activity workshops to promote new interests • Equipment • IT lessons
<p>COMMUNITY FACILITIES Village Halls Community Centres</p>	<ul style="list-style-type: none"> • Upgrade of facilities or major refurbishment • Storage, fixtures and fittings • Energy efficiency improvements • Equipment, tables, chairs • Feasibility studies leading to major grant applications • 3rd party funding contribution to secure Landfill Communities grants • Pram shelter
<p>ENVIRONMENT</p>	<ul style="list-style-type: none"> • Cycle storage • Churchyard wildlife conservation • Community composting scheme • Site works at community facilities • Community woodland • Community garden • Bird and bat boxes
<p>COMMUNITY AMENITIES</p>	<ul style="list-style-type: none"> • Fencing for new areas [not replacement of old fencing] • Disabled access • Creation of new recreation areas • Allotment infrastructure works
<p>MISCELLANEOUS</p>	<ul style="list-style-type: none"> • Publicity and printing costs • Marketing and recruitment to increase membership • Community-Led Plans