



Winchester
City Council



'WINCHESTER TOWN COMMUNITY FUND'

Grants Programme 2020/2021

Policies and Criteria

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Please read this document carefully before making an application.

Introduction

Winchester Town Forum recognises the important role that community & voluntary organisations have in delivering key services to the people and communities of the five unparished town wards. As such the grant funding programme is aimed at supporting voluntary and not-for-profit groups and organisations in the town that can clearly demonstrate how their services and projects help deliver cohesive, sustainable, healthy and resilient communities.

Through the 'Winchester Town Community Fund' we would like to support as many organisations as possible. As an open competitive fund there will be a rolling deadline which closes when the full fund award has been pledged to applicants.

Applicants will be considered for a £2,000 pledge/award providing that they have already achieved 25% of the fundraising target on Crowdfunder. Should applicants be eligible, the council will then consider matching up to 50% of their project costs or £2000 (whatever is less).

As the verification process is run by Crowdfunder, even if an organisation is known to the Town Forum or council, you will be required to provide identification and follow the authentication process.

If you require any assistance with completing the form, or if you are a new applicant please contact our funding team:

Emma Searle / Melissa Fletcher, grants@winchester.gov.uk
01962 848 269 in the first instance

Description of Fund

The 'Winchester Town Community Fund' is keen to support not-for-profit organisations within the five unparished wards of Winchester. These Wards are St Bartholomew, St Barnabas, St Paul, St Luke and St Michael. Please see our [Ward Map](#) for more information. The fund wishes to support those organisations that provide services/activities which deal with communities needs, such as inclusion, environment and wellbeing.

Eligibility

Eligibility Description

The Town Forum wishes to support projects run by not-for-profit organisations that activates, develops and increases provisions for the communities needs. We will provide pledges for one off activities, new services; start up programmes, pilots for innovation and pre emptying change, building resilience and reach in services in order to create sustainability.

Who can apply:

- Local not-for-profit groups, community organisations and registered charities which provide activities and services to the residents of five unparished town wards of Winchester (St Bartholomew, St Barnabas, St Paul, St Luke and St Michael).

Eligibility Criteria

- Must be located in the Winchester district and primarily benefit the five unparished town wards of Winchester communities and residents
- Items must not be purchased prior to agreement of funding
- Estimates must be provided of agreed expenditure
- Award cannot be used for general running costs
- All applicants must comply with the relevant permissions/licencing/insurance/documentation (constitution)/policies
- Every not for profit group/ organisation should have a constitution which includes a formal decision making process, and aims that are acceptable to the council.
- In the case of registered charities they must comply with the standards laid down by the Charity Commission.

- Applicants must reach 25% of the fundraising target in order to qualify for a contribution pledge from the Town Forum
- Projects must be able to demonstrate support of the town fund priorities and themes
- Organisations must acknowledge the financial support of the council in its documentation and publicity material. A Winchester City Council logo should be displayed on all posters, letters and literature produced by the Organisation in relation to this project. An electronic version of the logo would be provided for this purpose. A copy of the Council's Publicity Protocol, which explains the council's expectations with regard to recognising and publicising Grant Awards, will be provided.
- We are unable to fund applicants who have received project funding in the previous financial year
- Any applicants with a debt outstanding to the council or are in breach of any regulation or licences etc. will not be considered

We are unable to fund:

- Local or national appeals
- Student expeditions
- Replacement or "like for like" equipment/items
- Play areas (eg. equipment for public playgrounds)
- Activities which are of a wholly and exclusively political or religious nature, or organisations supporting political activism
- Curriculum based school activities
- Capital or project activities of a statutory nature
- Retrospective funding of activities/projects/equipment
- Day-to-day general running costs, such as rent or living costs such as bills, deposits and rates
- Costs associated with fundraising activities, events and campaigns etc.
- Repeat activities / projects
- Basic websites

Funding Themes

Organisations applying for funds to support services must demonstrate how the work helps achieve the funding themes: **Inclusion, Environment, Wellbeing**

a) **Inclusion** support for schemes that:

(i) Create new activities and provide opportunities for people to participate in community life.

(ii) Target activities and support for:

- over 65's, this may include inter-generational approaches
- young families
- young people under the age of 16

b) **Environment** - support for schemes that:

(i) Demonstrably reduces the town's carbon footprint.

(ii) Develop and encourage healthy and sustainable travel options.

(iii) Install and maintain green technologies, including energy generation, storage and distribution.

(iv) Deliver facilities and building management systems that reduce consumption and waste.

(v) Undertake practical works which benefit Sites of Importance for Nature Conservation (SINCs) or priority species.

(vi) Protect and encourage priority species as identified within the Winchester Biodiversity Action Plan.

(vii) Deliver events, activities, training or engagements that encourage people to gain a greater understanding of their local wildlife and places.

c) **Wellbeing** – support for schemes that:

- (i) Create positive activities for young people. Inclusive and accessible projects/schemes for all young people which raise aspirations, promote life skills and leisure and recreational activities, and targeted to young people needing specific or additional support.
- (ii) Enable self help strategies/coping mechanisms and education around mental health.
- (iii) Increase the amount of opportunities for people to make healthy lifestyle choices and become regularly active.
- (iv) Develop ideas and innovation to reach new audiences and increase their participation in the arts to improve their sense of mental, psychological, social and physical wellbeing, and to promote social engagement.

Application process

This is an open competitive fund and each application will be assessed against the set eligibility and criteria. At the time the application is submitted, to enable the Town Forum to assess applications fully, all sections must be completed with all the information you wish considered together with all the documents requested.

Applications will be considered on a rolling basis within a reasonable timeframe as we are mindful that the life span of an effective project is 6-8 weeks.

If your project meets criteria and eligibility requirements, the Town Forum will obtain approval for a pledge.

Before a pledge payment can be approved and released to the applicant, all checks will need to be completed in respect of relevant permissions, policies, documents (constitution) and insurances. The grant agreement is also required to be signed.

The Town Forum's decision with regards to making a pledge is discretionary and no appeals process is available.

Pledge/Award Terms

1. Applicants must be prepared to enter into a Grant Agreement with Winchester City Council.
2. Before a pledge/award can be released the full project fundraising target must be reached and the Grant Agreement is signed by the organisation.
3. If the fund is over-subscribed the Town Forum reserves the right to offer a grant at a value lower than the application request.
4. Organisations must not change the use of the grant award for which it has been approved unless otherwise agreed in writing by the council.
5. Organisations will be required to submit an end of grant report form.
6. The council has a statutory duty to promote equality through all its services. By grant funding voluntary organisations, it is expected that these groups will also promote equality of opportunity for all sections of the community through the services they provide. Organisations will be expected to:
 - Demonstrate that they have an open access / equal opportunities approach towards membership, use of their facilities and activities.
 - Take reasonable steps to ensure their activities can be made available for as broad a range of people as possible and that positive measures are put in place to remove any barriers to access.

Advice and support on matters of equality is available from Community First in the Winchester District <http://www.cfheh.org.uk/services/winchester/>