



**'COMMUNITIES POSITIVE CHANGE'**

**Grants Programme 2021/2022**

**Policies and Criteria**

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**Please read this document carefully before making an application**

## Introduction

Winchester City Council recognises the important role that businesses, community & voluntary organisations have in delivering key services to the people and communities of the Winchester district. As such the council's grant funding programme is aimed at supporting voluntary and not-for-profit groups and organisations in the district that can clearly demonstrate how their services and projects help deliver cohesive, sustainable, resilient communities.

In order to widen and diversify our funding programme we are making the crowd funding application process available for businesses to apply to strengthen their productivity, profitability and increase employment opportunities. This grant is *De Minimis* Aid and businesses must be state aid compliant and must declare this in future if asked.

Each fund has a specific application process, and some differences with regard to who is eligible to apply however, the outcomes sought from the grants programme apply to each fund.

Through the 'Communities Positive Change Fund' we would like to support as many businesses and 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.

**For applications received until 30 September 2021, our relaxed criteria will apply to not for profit organisations.** Further details are in the 'Description of Fund' section below.

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 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 & Development Officer:

Jane Chuhan, [grants@winchester.gov.uk](mailto:grants@winchester.gov.uk)  
01962 848 256 in the first instance

## Description of Fund

The 'Communities Positive Change Fund' is keen to support not-for-profit organisations and businesses within the Winchester district that provide services/activities which deal with communities needs, such as isolation, low income, homelessness, mental health and physical inactivity.

We are also wishing to support those applicants who are striving for positive change around increasing usage of digital applications, services and products, creativity, innovation and business growth.

The council has agreed its council plan for 2020-2025 which includes the following priorities:

- Homes for all
- Vibrant local economy
- Living well

**For applications received until 30 September 2021, our relaxed criteria will apply to not for profit organisations.** Funding can be sought to support additional costs that they may have incurred or are incurring to deliver their services.

Organisations may apply for funding in respect of the following costs, where they can demonstrate evidence of increased demand:

- Additional staffing
- Alternative/additional premises
- Car / transport hire
- Increased volunteer expenses
- New or updated technology in order to increase reach
- Creating a COVID safe environment in which to deliver your service

## Eligibility

### Eligibility Description

The council wishes to support projects run by not-for-profit organisations and local businesses that develop provisions for the communities needs and strive for positive change. We will provide pledges for one off activities, new services; start up programmes, pilots for innovation and pre-empting 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 Winchester district. Businesses which are located in the Winchester District, and have fewer than 50 employees
- Established business must not have a turn over of more than £1M p.a.
- All businesses must be state aide compliant in that the grant would not create a breach the De Minimis aid of €200,000 ceiling over a three year fiscal period.

<b>0-9 Employees</b>	Pre-start	Not yet trading
	Start Up	1-2 years
	Established	3 years plus
<b>10-50 Employees</b>	Established	3 years plus

## **Eligibility Criteria**

- Must be located in the Winchester district and benefit Winchester communities/residents/employees
- 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
- Business must provide a business plan/ projected budget for the next three years
- 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 city council.
- In the case of registered charities they must comply with the standards laid down by the Charity Commission.
- Businesses must provide proof of business address, a business bank statement, confirm compliance with state aid and evidence necessary permissions, licencing, or insurance
- Applicants must reach 25% of the fundraising target in order to qualify for a contribution pledge from the council
- Projects must be able to demonstrate support of council 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 and Priority Outcomes**

Organisations applying for funds to support services must demonstrate how the work helps achieve the priority outcomes in the funding themes:

### **1. Dealing with peoples and communities needs.**

- Isolation
- Low Income
- Homelessness
- Mental Health
- Physical inactivity

### **2. Striving for positive change.**

- Digital application, services and products
- Creative and innovative
- Business growth

## **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 Council 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 council 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 council'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. Businesses must confirm any aid received during the previous three fiscal years and determine how much of this was De Minimis Aid. A business in receipt of a grant must keep records of *De Minimis* Aid for three years.
3. Before a pledge/award can be released the full project fundraising target must be reached and the Grant Agreement is signed by the organisation/business
4. If the fund is over-subscribed the council reserves the right to offer a grant at a value lower than the application request.
5. Organisations must not change the use of the grant award for which it has been approved unless otherwise agreed in writing by the council.
6. Organisations/business will be required to submit an end of grant report form
7. 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/>