



## **Introduction**

Winchester City Council recognises the important role that 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 a cohesive, sustainable, resilient community.

In 2023/24 the Council is providing a number of grant funds:

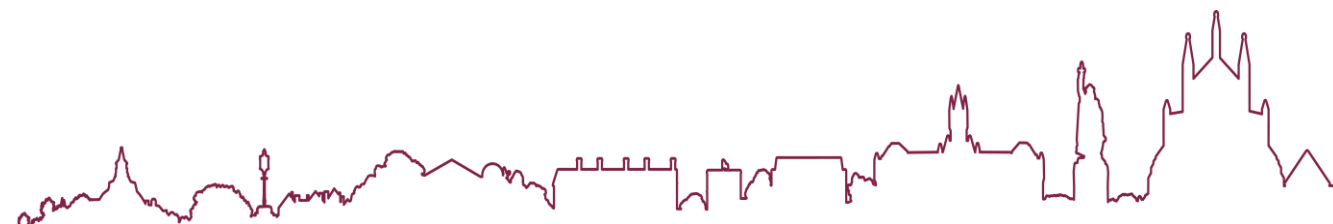
- Priority Outcomes Fund (2022-2025)
- Small Grants (District and Town Forum)
- Project Grants

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

If you require any assistance with completing the form, or if you are a new applicant please contact the Funding & Development Officer:

Jane Chuhan, [jchuhan@winchester.gov.uk](mailto:jchuhan@winchester.gov.uk)

01962 848 256 (Monday-Thursday) in the first instance.



## **Town Forum small grant scheme 2023/2024**

### **Introduction**

This funding scheme is designed to provide small-scale, one-off grants to local groups and organisations. This funding stream is targeted at activities which require **one-off expenditure** or initial set up/pump-priming costs. Examples of eligible costs include new or start-up equipment, set up costs for new groups, special events and activities. Organisations should demonstrate community benefit when applying

The application process aims to be as straightforward as possible to encourage small and new groups to apply.

Organisations may apply for a one-off small grant, up to a maximum of **£1,000**, one grant per financial year.

Should your application be eligible and suitable for funding we would like you to attend a virtual panel meeting in order for us to have a brief discussion with regards to your application. You will be advised shortly afterwards if your organisation will receive the funding you requested. Small Grant Panel Meetings will be held periodically via MS Teams. You will be advised on the outcome within a couple of weeks of your meeting.

### **Key Dates**

- Fund opens for applications: 1 June 2023
- Fund closes to applications: 28 February 2024 or on full allocation of budget

The fund aims to support organisations throughout the year so is open on a rolling basis with panels held to review applications every 2-3 months. The closing date will be 28 February 2024 or sooner if the budget is fully allocated before this date. Please note this is a competitive fund and is usually over-subscribed.

### **Who can apply**

Local not-for-profit groups, community organisations and registered charities that operate for the benefit of the **Winchester town wards** (and immediate surrounding areas). Please see our [Ward Map](#) for more information.

Please note:

- Grants will only be awarded to groups and organisations whose activities are of direct benefit to the residents of the Winchester town wards (and immediate surrounding areas).
- Every group and organisation should have a constitution or documentation which includes a formal decision making process, and aims that are acceptable to Winchester City Council.

- In the case of registered charities they must comply with the standards laid down by the Charity Commission.
- Organisations applying will need to demonstrate community benefit.

### **What you can apply for:**

- One off cost of unique activities or special events
- Additional equipment
- Set up costs for new groups
- Marketing material

### **We are unable to fund:**

Organisations	Activities
<ul style="list-style-type: none"> <li>• Commercial organisations</li> <li>• Community Interest Companies limited by shares</li> <li>• Individuals</li> <li>• Organisations whose main objective is to raise funds for other charitable organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Local or national appeals</li> <li>• Student expeditions</li> <li>• Play areas (eg. large equipment for public playgrounds)</li> <li>• Activities which are of a wholly and exclusively political or religious nature, or organisations supporting political activism</li> <li>• Replacement or "like for like" equipment/items</li> <li>• Curriculum based school activities</li> <li>• Capital or project activities of a statutory nature</li> <li>• Retrospective funding of activities/projects</li> <li>• General running costs of an organisation</li> <li>• Profit making events/activities for your organisation or others</li> <li>• Repeat activities / projects</li> <li>• Websites</li> <li>• Projects or activities that have received funding in previous years via this scheme or from other council funds</li> </ul>

## **Application**

This is a competitive fund and each application will be assessed against the grant 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 should be made via the official application form and submitted by the agreed deadline found on our website. There is an annual budget for this scheme and it may close early if the fund is fully allocated before the advertised deadline.

You should allow approximately 10-12 weeks from submitting your application to receiving a decision. If you require funding in a short timeframe please contact us before starting an application to check whether a decision can be made before your work is likely to commence. We can not fund activities which are already underway.

Funding decisions are delegated to Winchester City Council's Funding Officer and Corporate Head of Economy and Community. Should your application be eligible and suitable for funding we would like you to attend a virtual panel meeting in order for us to have a brief discussion with regards to your application. Please ensure that you or a representative from your organisation is available to attend. You will be advised shortly afterwards if your organisation will receive the funding you requested.

The council's decisions with regards to funding are discretionary and no appeals process is available.

## **Eligibility Criteria**

In order to be eligible for consideration, applicants must comply with all of the following criteria:

1. Organisations applying for funding must be able to demonstrate community benefit.
2. Organisations/groups applying for a grant must have a current bank account in the name of the organisation/group. Winchester City Council will not make grant payments to individuals, even if they are an official of the organisation.
3. Activities which have already received funding through this grant scheme will not be eligible for further funding for the same activity in subsequent years. Records are kept of all previous applications and awards.
4. Only one grant from this funding scheme will be given to an organisation in any one financial year.
5. Organisations working with children, young people or vulnerable adults must have a robust protection policy in place and ensure that all active staff and volunteers have undertaken a DBS check. If your organisation does not have the appropriate policies in

place, support is available to develop these from Community First in the Winchester District <http://www.cfheh.org.uk/services/winchester/>.

6. Organisations/groups must be able to demonstrate that they have an open access/equal opportunities approach towards membership, use of their facilities and activities. Groups are required to 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.
7. Organisations/groups must have the appropriate public liability and employer's liability insurance for the activities they provide.
8. Organisations should have the relevant policies and permissions in place in order to provide their service

### **Grant Terms**

1. Any spend by the organisation prior to formal notification from the council, will make the organisation/group ineligible for funding.
2. Winchester City Council reserves the right to fund less than the amount requested in the application form.
3. Organisations/groups must not change the use of the grant award and must spend the grant on the purpose for which it was approved unless agreed otherwise in writing by the Funding and Development Officer at Winchester City Council.
4. All grant recipients will be required to publicise the support of Winchester City Council including the use of the appropriate council logo on publicity material. Guidance on this will be sent to successful applicants.
5. All grant recipients will be required to explain how they used their grant within three months of spending the grant. The organisation must submit to the council a short statement of project completion, to confirm that the money was spent on the approved purpose, or the council may seek to reclaim its funding
6. Payment of grant by the council will be made in advance of expenditure, following formal notification of the grant and receipt of the signed Funding Agreement. Funds will be released in one payment.
7. If grant funding is used inappropriately, or the applicant fails to respect the conditions attached to the grant, the council may demand reimbursement of any funds already paid out, or take other measures to recoup the funds.