



## **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:

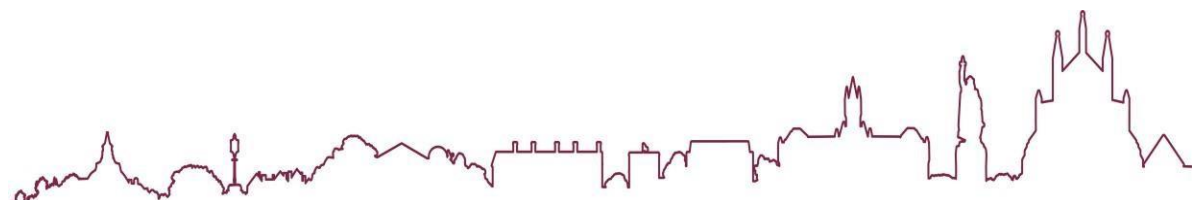
- Priority Outcomes Fund (2022-2025)
- Small Grants (District and Town Forum)
- Project Grants

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 an application, 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)





## Winchester City Council Project Grant Scheme 2023/2024 Round 2

The Project Grant Scheme 2023/24 Round 2 aims to support not-for-profit organisations with the cost of running existing or new projects for the benefit of residents in the **Winchester town wards** (and immediate surrounding areas). Please see our [Ward Map](#) for more information about eligible areas.

Grants of up to £5,000 are available and organisations are required to secure a minimum of 25% of the total project cost in match funding from other sources.

**Projects should have clearly defined outcomes which meet one of more of the following council priority funding themes:**

Priority 1: Dealing with peoples and communities' needs

- Isolation
- Low income
- Mental health
- Homelessness
- Physical inactivity

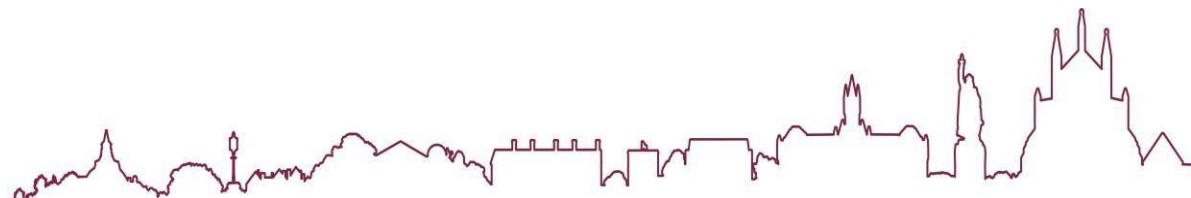
Priority 2: Striving for positive change

- The climate emergency
- Digital application, services and products
- Creative and innovative
- Business growth

If you require any assistance with making an application, would like to discuss your project requirements, or if you are a new applicant please contact the Funding & Development Officer: Jane Chuhan, [jchuhan@winchester.gov.uk](mailto:jchuhan@winchester.gov.uk), Tel: 01962 848 256.

### Key Dates

- Round 2 opens: 18 September 2023
- Round 2 closes: midday, 6 November 2023
- Grant expenditure must be complete and final grant payments made by 31 March 2024.





## Who can apply?

Organisations must operate for the direct benefit of residents of the Winchester Town. Please see our [Ward Map](#) for more information.

This fund is only open to not-for-profit organisations. The following organisation types are eligible:

- Local not-for-profit groups
- Community organisations
- Registered charities
- Community Interest Companies limited by guarantee
- Parish Councils

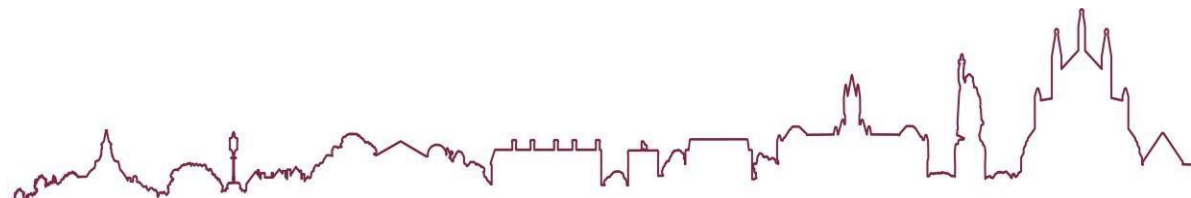
Every group or organisation should have a constitution or documentation which includes a formal decision-making process and aims that are acceptable to Winchester City Council. We cannot fund individuals.

We are unable to fund:

- Individuals
- Commercial organisations
- Community Interest Companies limited by shares
- Organisations whose main charitable objective is to raise funds for other charitable organisations

## What can I apply for?

Grant applications should be between **£1,000 and £5,000** and must be for a **time limited project, completed by 15 March 2024**.



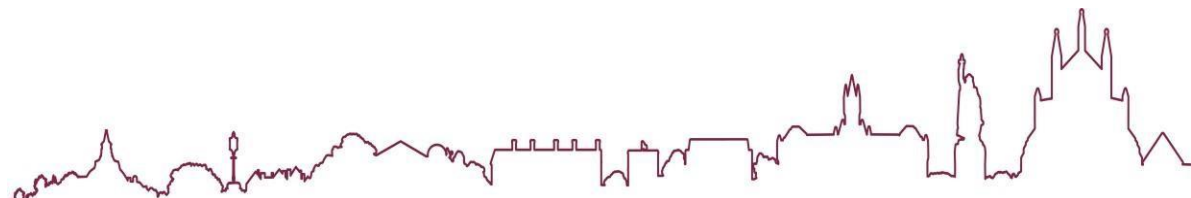


Examples of activities could include:

- Funding to support the cost of running a new project or pilot project
- Funding to continue the delivery of an existing project – in this case you must give examples that demonstrate how you intend to develop your project and demonstrate how you will sustain your project financially in the future. Examples of project development could include:
  - increasing the numbers of people you work with, or working with new participants (or both)
  - extending your activities by working with different communities, new groups or in new areas
  - working with new partners
  - delivering activities or services in a different way such as on-line.
- Funding to help organisations build their volunteer networks e.g. publicity, training costs, admin to support volunteer recruitment.
- Contributions to a large-scale project will only be considered if this grant would complete your fundraising target.

Examples of the types of costs that will be considered include (list is not exhaustive):

- Purchase of equipment or materials.
- Costs that enable an activity or event to take place (e.g. venue hire, equipment rental, publicity costs). We are unable to fund entertainment and refreshment costs.
- Staffing costs will only be considered if these are additional time limited costs incurred as a direct result of delivering your project. We can't support salaries for existing staff usually covered by other income.
- Applications that consist only of staffing costs will not be considered.





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

- Local or national appeals
- Student expeditions
- Play areas (e.g. large equipment for public playgrounds)
- Activities which are of a wholly and exclusively political or religious nature, or organisations supporting political activism
- Replacement or "like for like" equipment/items
- Curriculum based school activities
- Capital or project activities of a statutory nature
- Retrospective funding of activities/projects
- General running costs of an organisation
- Fundraising events/activities for your organisation or others
- Activities/events that make a profit and have no financial need for our grant
- Repeat activities/projects
- Websites
- Projects or activities that have received funding in previous years via this scheme or from other council funds
- Events or activities that charge an entrance fee or a fee to take part (unless there is a provision to include those who might otherwise be excluded due to affordability)
- Professional fees and licenses including feasibility studies, planning fees, permits and event licenses.

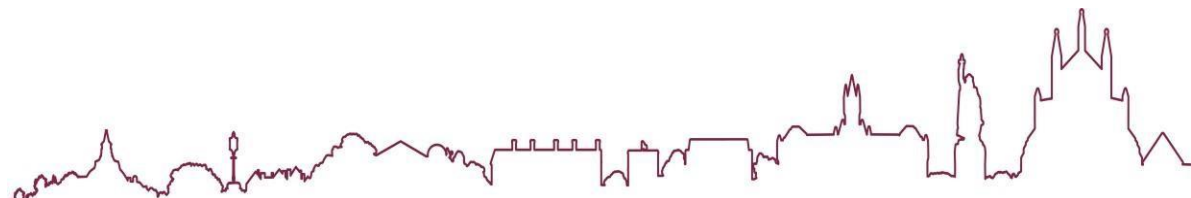
### **Assessment of Applications**

This is a competitive fund and each application will be assessed against the grant eligibility and criteria, and scored using the Grant Scoring Matrix published on the [council's website](#).

### **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 support one or more of our funding themes.



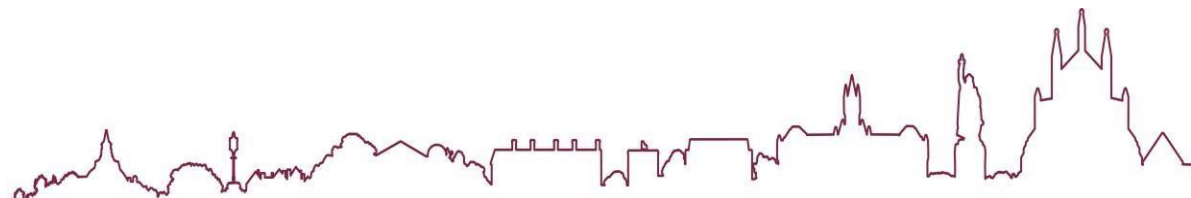


2. Organisations/groups applying for a grant must have a current bank account in the name of the organisation/group. Winchester City Council will not make grant payments to individuals, even if they are an official of the organisation.
3. Activities which have already received funding through this grant 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 from Community First in the Winchester District [Help for groups - Community First \(cfirst.org.uk\)](http://cfirst.org.uk)
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 for the activities they provide and employer's liability insurance.
8. Organisations should have the relevant policies and permissions in place in order to provide their service.

## **Grant Terms**

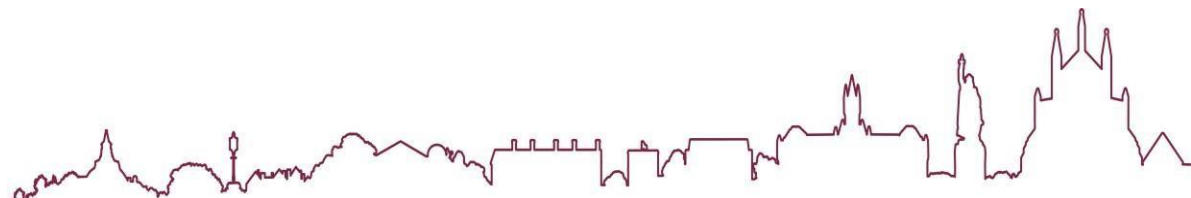
All grant recipients are expected to enter into a grant agreement with Winchester City Council which includes the following terms:

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 and evidence that the money was spent on the approved purpose, or the council may seek to reclaim its funding.
6. Payment of the grant by the council will be made in two parts, with 50% paid following formal notification of the grant and receipt of the signed Funding Agreement. **The remaining 50% will be paid on receipt of satisfactory evidence of expenditure pertaining to the overall project in line with the grant award by 15 March 2024.** An end of grant report must also be submitted within this stipulated timeframe.
7. If grant funding is used inappropriately, is not used, 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.
8. Funding decisions are delegated to Corporate Head of Economy and Community. The council's decisions with regards to funding are discretionary and no appeals process is available.





## **What information must be provided and how do I apply?**

This is a competitive fund and each application will be assessed against the grant eligibility and criteria published here and on our website. Please ensure all sections of the application form are completed and the required supporting documents are uploaded at the time the application is submitted.

To apply please provide:

- A fully completed, signed and dated application form via the Flexigrant online application portal. **Follow this link to apply here now:** [Flexigrant](#)
- Supporting documentation as specified on the application form. Please ensure you provide all this information at the time of applying.

Last Updated: 13 September 2023

