



# Grants to Organisations

## Guidance Notes to Applicants 2023/24

### Basildon Borough Council

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# Grants to Organisations

## Guidance Notes to Applicants 2023/24

Please read these application guidelines before you start your application. The maximum amount you can apply for is £2,000.

Note that these grants are not a statutory service and are available at the discretion of Basildon Borough Council. Applications may take up to 8 weeks to process.

We accept online and postal applications. To complete the online application form please visit: <https://www5.basildon.gov.uk/forms/organisationgrants>. If you require a hard paper copy of the application form, please contact the Voluntary Sector Development Officer (details at the end of this document).

You <b>can</b> apply to this fund if you are:	You <b>cannot</b> apply to this fund if you are:
A formally constituted, not for profit community or voluntary group or registered charity.	A statutory body such as a local authority, Parish Council, Police, school or a health body such as a hospital or GP surgery.
A Social Enterprise or Community Interest Company. You will need to demonstrate the voluntary status of your organisation – this will be in your articles of association or constitution etc.	A company or group whose aim is to make a profit, including private businesses, individuals and sole traders.
A community/voluntary group based in the Basildon Borough, which provides a direct benefit to the local community.	Proposing a project that DOES NOT benefit Basildon Borough residents, or one that only benefits a small amount of individuals.
You can be one of the above, based outside the Borough providing your project/activity is delivered within Basildon and is for the sole benefit of our residents.	A politically affiliated group. Or an organisation proposing a project that includes party political activities or activities which are a statutory obligation.
	A group who has not provided satisfactory monitoring for any previous grants received from this fund.

	<p>A group who has received a grant within the last three years from this fund, (this is dated from the date you received your grant payment).</p> <p>Example: If you received a grant in January 2021 you could NOT re-apply again until after January 2024.</p>
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## What do we fund?

The following lists are not a definitive guide and we do encourage you to contact the Voluntary Sector Development Officer for further guidance on your application. Please see the contact details at the end of this document.

WE <u>DO</u> FUND	WE <u>DO NOT</u> FUND
We do fund small projects organisations may want to do that benefit the local community.	We do not fund parts of large building projects such as new builds or buying vehicles such as minibuses.
We do fund contributions towards larger projects; however you <b>MUST</b> have <b>ALL</b> the rest of the funding in place to be successful (we will ask you to evidence this).	We do not fund equipment that does not relate to a project that benefits the local community.
We do fund venue hire as long as it is part of the project you are delivering and not part of your annual core running costs.	We do not fund one-off events that cannot demonstrate a lasting benefit for the community.
We do fund publicity, leaflets, stationery, equipment and promotional materials etc., as long as they are part of the project you are applying for.	We do not fund one off social outings for members of a group/organisation.
We do fund contributions towards improvements of community buildings, however you must demonstrate that you have ALL the rest of the funding in place.	We do not fund individuals, i.e. people who are not part of a group or organisation.

<p>We do fund digital equipment e.g. computers, laptops, tablets or phones, as long as there is clear evidence of need.</p>	<p>We do not fund projects that cannot meet <u>at least one</u> of the Council's Corporate aims:</p> <ul style="list-style-type: none"> <li>- People</li> <li>- Place</li> <li>- Prosperity</li> </ul> <p><a href="#">Corporate Plan 2021-2024 - Basildon</a></p>
<p>We do fund volunteer expenses for projects which demonstrate sustainability.</p>	<p style="background-color: #cccccc;"> </p>

## Your Application

All applications and the information contained within them, will be treated confidentially. Basildon Council would never share any information with third parties.

If you would like to find out more about how Basildon Borough Council use your personal data please go to [www.basildon.gov.uk/privacy](http://www.basildon.gov.uk/privacy)

We ask that you provide us with a full cost breakdown, including quotes, detailing how the Council grant funding will be spent. Please use the budget sheet in the application form.

Please ensure that you enclose a recent bank statement (within the last 3 months). Your account must have two signatories, who are unrelated and live at separate addresses. Please note that we are not able to accept applications without the relevant supporting documents.

Please note that we are not able to accept original documents. In all cases, a photocopy or scanned copy will be sufficient as long as they are all clearly legible. We are not able to accept unclear copies.

## General Advisory Notes

“Community Buildings” are buildings, which are owned or leased (with at least 5 years remaining) for the benefit of the community and run by a management committee or association containing community members/residents.

If you want to run more than one project, please complete a separate application form for each project; however, please be aware that we are not able to fund more than one project submitted by the same applicant.

We will be unable to consider applications for activity which has already taken place.

You must be able to spend the ENTIRE grant within one year of the award (from the date of your grant payment).

## Closing Time/Dates for Applications, 2023/24

- Round 1. 5.15pm, Friday, 30th June 2023**
- Round 2. 5.15pm, Friday, 29<sup>th</sup> September 2023**
- Round 3. 5.15pm Friday 26<sup>th</sup> January 2024**

## Assessment of Applications

We may receive more applications than the budget can fund, so we may fund part of the amount you have requested or none at all, even if your project meets all of the criteria.

Applications are assessed against the criteria and final decisions are made by Members.

## Successful Applications

Successful applicants will be informed by telephone and confirmation will be sent by email, or post. A grant is awarded to successful applicants on the understanding that it be used for the purpose stated in the funding agreement issued at the time of the grant offer. Funds must be spent within twelve months of receipt of your grant.

An authorised person is required to sign a funding agreement, in order for the organisation to receive their award. Any of the Councils' grant aid which remains unused, or cannot be used for the purpose for which it was awarded could be repayable to the Council. If you

experience problems with spending the grant at any time during the twelve month period then you must contact the Councils' Voluntary Sector Development Officer.

Payments are made by BACS, please ensure your bank details are correct on the signed funding agreement letter.

## Unsuccessful Applications

Unsuccessful applicants will be informed via email or post. Feedback will be available to all organisations who do not receive funding and a meeting to discuss your unsuccessful application, can be arranged with the Voluntary Sector Development Officer.

## Monitoring and Evaluation

We monitor and evaluate all successful applicants to ensure that funding has been appropriately spent. A Monitoring and Evaluation Form will be sent out with the funding agreement and a reminder will be sent one month before the end of your project. The form must be completed and returned to the Voluntary Sector Development Officer with copies of any invoices, receipts and a breakdown of expenditure either at the end of the twelve month period or the end of the project (whichever comes first).

## Publicising Your Activity/Project

Applicants are asked to acknowledge the support of Basildon Borough Council and include the Council's logo on any promotional literature or publicity. Please contact the Voluntary Sector Development Officer on: 01268 208224 or email: [communityinvolvement@basildon.gov.uk](mailto:communityinvolvement@basildon.gov.uk) to discuss publicity and to request the Basildon Council logo.

## Support and accessibility

If you require any assistance with the completion of your application form please contact the Voluntary Sector Development Officer on: 01268 208224 or email: [communityinvolvement@basildon.gov.uk](mailto:communityinvolvement@basildon.gov.uk)

For Translations, Large Print and Braille please call 01268 533 333

## Language Line Services

Customers with hearing or speech impairment can contact us using the text relay service. Dial 18001 followed by the full number of the service you require. Calls are charged at your provider's standard rate.