• SMALL GRANTS
• ARTS GRANTS
• HEALTH AND WELLBEING GRANTS

CRITERIA FOR SMALL GRANTS, ARTS GRANTS AND HEALTH AND WELLBEING GRANTS
(2017/2018)
PLEASE READ THE GUIDANCE CRITERIA IN FULL PRIOR TO FILLING OUT THE APPLICATION FORM

Access to Information

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If you need help understanding any of our documents or require a larger print, audiotape copy or a translator to help you, we can arrange this for you. Please contact us on the telephone numbers at the bottom of the page:

Polish
Jeżeli potrzebuje Pan/i pomocy w rozumieniu tych dokumentów lub chciałby je Pan/i otrzymać większym drukiem, na kasecie audio lub skorzystać w tym celu z pomocy tłumacza, jesteśmy to Państwu w stanie zapewnić. Prosimy o kontakt pod numerami telefonów na dole strony.

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Croatian
Ukoliko trebate pomoć prilikom razumijevanja bilo kojeg od naših dokumenata ili želite da bude isprosna većim slovima, ukoliko želite audio kopiju ili pomoć prevoditelja, možemo to organizirati za vas. Molimo da nam se obratite na telefonske brojeve navedene na dnu stranice:

☎ 01536 464000 –ENGLISH
☎ 01536 464290 - POLSKI (POLISH)
☎ 01536 464291 - РУССКИЙ (RUSSIAN)
☎ 01536 464292 - PORTUGUÊS (PORTUGUESE)
☎ 01536 464293 - SRPSKI ILI HRVATSKI (SERBO - CROATIAN)
Introduction

Corby’s voluntary and community sector make an immense contribution to the community and help the Council achieve its priorities and objectives. Voluntary groups help support the community, especially the vulnerable, help build safer communities, improve social welfare, and can help reduce inequality.

Corby Borough Council, through the One Corby Policy Committee and Grants Sub Committee, provides grants to large and small not-for-profit organisations that can demonstrate they can help support communities.

Aims

To ensure that the One Corby Grants process is:

Open, Transparent, Fair and Competitive.

The Community Development Officer will, where possible provide assistance to those organisations requiring support to enable them to accurately complete the application form.

You may apply for the following grants:

- **Small Grant - Up to £500**
- **Arts Grant - Up to £500**
- **Health and Wellbeing Grant - Up to £2,000**

Who can apply?

Organisations need to:

- Be not for profit; for example: community groups; voluntary organisations; friends of etc. (Individuals can apply for all grant schemes.)
- Preferably be constituted or have a set of rules which defines the organisation’s Aims and Objectives.
- Have a bank account. The bank account must have at least two signatories. Must be able to produce income and expenditure.
- Be able to produce monitoring information at the end of the project/once funding has been spent.
- Be inclusive.
- Clearly show the benefits of the project/work to the residents of the Borough.
- Individual artists applying for arts grants will need to send a copy of their Public Liability Insurance and if applying for personal expenses or a fee for time, evidence will need to be supplied that you are registered with HMRC as self employed and making appropriate Tax and National Insurance payments.
- Individuals applying for Arts grants will need to supply evidence of the need for the project via supporting letters from local groups/beneficiaries, ensuring that the groups would be prepared to meet with a representative from Corby Borough Council should that be required.
- Health and Wellbeing Grants must meet one of the outlined priorities of:
  - Smoking (help to reduce levels)
  - Alcohol (help to reduce intake)
  - Mental health
  - Physical Activity (increase levels)
What is likely to be funded from Grant Schemes:

- Community events/fun days
- Materials for use in your project
- Publicity materials, including newsletters and flyers
- Training
- Pilot projects
- Venue Hire
- Art grants may still apply for salary costs. Salary costs can only be applied for up to 50% of the total amount applied for
- Community trips will be considered on an individual basis

What Corby Borough Council Will Not Fund:

× Retrospective projects (activities/projects that have happened before the grant is confirmed).
× Overnight stays and food and drink expenses
× Items that may benefit individuals
× Salary costs
× IT equipment
× School projects
× Sports Kits
× Projects run by faith organisations for the sole purpose of promoting or benefiting a belief or group of believers and applications by political organisations or political activities
× Fabric repairs and maintenance to buildings including Disability Discrimination Act (DDA)
× Projects already funded by other Council funding including organisations that already receive Core or Devolved funding in the current financial year
× Internal CBC applications
× Loans or debt repayments
× Projects that do not follow the Council's Equality and Diversity policy and the national legislation on Health and Safety, discrimination and child protection
× Organisations with significant ‘free uncommitted reserves’
× Organisations can only apply once in the same financial year for one grant scheme and cannot apply for the same project in two consecutive years

If you do have an idea which you think is not eligible or does not fit into one of the Health and Wellbeing priorities, please speak to the Community Development Officer to see if your idea can be developed.
Monitoring and Acknowledgements

- Successful applications will be required to submit a completed monitoring form at the end of the project.
- The monitoring form will require the following information: Breakdown of the funding spent with proof (receipts/invoices) this cost must match what was allocated as funding.
- Figures of how many people benefited from the project.
- Pictures if possible of the event that Corby Borough Council can use as publicity.
- Any publicity should acknowledge the support of Corby Borough Council.
- The Health and Wellbeing monitoring form also asks for a specific breakdown of outcomes (quantifiable if possible) and further details of the project/event.

Application Form Guidance - General

- Please ensure the form has been signed by two people from your organisation.
- Please attach a copy of your latest set of organisations accounts.
- You have a copy of the application in case we want to clarify information on your application.
- The application form is considered by the Grants Sub Committee, on some occasions more information may be requested before a decision is made.
- Any decision on applications that are submitted outside of the deadline dates will be made via delegated authority.
- If you are successful, the Council expects a return of documentation/notification within two weeks of you being notified regarding the outcome. If this has not been received, then the grant funding will be withdrawn.

This criteria is only a guideline, the Grants Committee has the discretion to make awards based on other factors that it may wish to consider. Applications will be considered on an individual basis and the Grants Sub Committee has the judgment to award funding to projects that most benefit the community. The decision of the Grants Sub Committee will be final.

Please send completed application forms to:

Community Development Officer
Deene House
New Post Office Square
Corby
Northants
NN17 1GD

Telephone: 01536 464144
Email: lyndsey.rose@corby.gov.uk