



CHESTERFIELD
BOROUGH COUNCIL

Community Grants Fund Guidance

2024 - 2025

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1 Introduction

- 1.1 As part of our vision around “Making Chesterfield a thriving borough” and “Improving quality of life for local people” Chesterfield Borough Council has set up a new Community Grants Fund.
- 1.2 Through the Community Grants Fund, we would like to: fund community led approaches to addressing local needs and aspirations, increase community infrastructure within the borough, increase resilience within the voluntary and community sector, and enable increased opportunities for volunteering.
- 1.3 Funding will be directed towards areas of the Borough with specific needs, in particular, deprivation issues.
- 1.4 The main themes of the Community Grants Fund, and the types of projects we aim to fund are those which:
 - Strengthen the sense of local pride and belonging.
 - Build resilient, healthy, and safe neighbourhoods.
 - Reduce impacts on the climate and wider environment; and promote green choices.
 - Develop volunteering opportunities.
 - Support work readiness and getting into work.
 - Help organisations to expand their reach into different areas of the borough or new groups of people.
- 1.5 The Community Grants Fund includes funding sourced from the UK Shared Prosperity Fund (UKSPF) and the Community Infrastructure Neighbourhood Portion (CIL). We have tried to make it easier for groups to apply for the funding by using a single application process under the Community Grants Fund.
- 1.6 You can find further information about each specific funding source at Appendix A. There are different requirements for the two funding sources, but don’t worry about which funding your project is best suited to, your Community Development Worker will support you to complete your application, and also review completed applications to decide which grant programme/s would be most appropriate for your project.

2 What type of projects can be funded?

- 2.1 Grant funding can fund both capital and revenue projects, although there are limited amounts of each kind of funding.
- 2.2 Capital funding can be used to purchase new assets, or the significant refurbishment of existing assets. Assets are expected to have a wider community benefit and to have an expected lifespan of at least 5 years.
- 2.3 Revenue funding can be used to put on events, performances and run activities, pay for training sessions, provide practical advice and guidance through workshops etc.
- 2.4 Our aim is to not be too prescriptive of the type of projects which can be funded, however, they must contribute to at least one of the themes set out in 1.4.
- 2.5 CIL Neighbourhood funds can be used for “the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.” This allows a broad range of potential projects for communities to develop which could include (but is not limited to):
 - Environmental improvements – e.g. tree planting, open space improvements
 - Street furniture
 - Equipment for a community group
 - Provision of more facilities for the community
 - Projects that are beneficial to a local area
 - Projects that contribute to broad community benefit

3 What type of projects or activity cannot be funded?

3.1 We **cannot** consider applications for:

- Ongoing running costs for existing projects for example wages, rent, room hire (although extensions to existing projects will be considered)
- Activities that don't clearly benefit local residents. (Clearly means being able to demonstrate who will benefit and how this will be measured.)
- Activities primarily aimed at promoting religious or political beliefs.
- Activities which do not fit with the Fund themes (1.4).
- Activities for which there is no clear evidence of need or demand.
- Costs which have already been incurred before the grant has been awarded.
- Any activity that is normally the responsibility of statutory bodies.
- Loans, debts or endowments.
- Flat rate volunteer expenses (as opposed to actual out of pocket expenses).
- Anything that might bring the Council into disrepute.
- Costs that you would reasonably expect to fund yourself.
- Costs for the benefit of individuals.
- Activities that target groups or activity outside Chesterfield borough.

4 Who can apply?

4.1 We welcome applications from your organisations if:

- You are a not-for-profit organisation.
- You have a constitution / written set of rules for the organisation.
- You have a bank account in your group's name and at least two people (not related to one another) are required to sign any cheque or withdrawal from the account. (Please contact communitygrants@chesterfield.gov.uk if you do not have a bank account but would like to apply).
- You have a set of accounts and make these available for inspection.
- Your group can run the activity and complete the application form, even if you get some help with this. The contact for the grant and the person signing the form must be a member of the group or its management committee.
- Your activities begin and costs are incurred after receipt of the grant. You must also spend the entire grant and complete activities we have funded within 12 months of receipt of the grant. If you are successful with an application to the Community Grants Fund, you may apply again at a later stage but for different / additional reasons.
- Your group or activity is open to everyone. If your activity is not open to everyone, you need to tell us why and the assessment panel will decide if your application is eligible.
- The proposed activity is based in Chesterfield borough.

5 How much funding is available?

- 5.1 For the majority of the funding available this year (£95,000), for revenue and smaller capital projects the minimum grant is £500, and the maximum grant per application is £6,000.
- 5.2 This year we also have an additional pot to fund larger capital projects. Bids up to the value of £50,000 will be accepted for this pot, and the total available is £50,000. This will be available at tranche 4 (launching 17th May 2024) and any underspend will be carried forward to tranche 5 and will be open to further applications. The same application and assessment process as the smaller community grants funding will be used.
- 5.3 The maximum grant for both revenue and capital is for exceptional circumstances, we expect the majority of applications to be below this level.
- 5.4 In some circumstances grants awarded may be reduced / part funded and only fund certain elements of the project. Additional funding streams will also be signposted/referred to for consideration.
- 5.5 There will be three tranches of Community Grants Funding available between February 2024 and October 2024. The total amount of funding available across these two tranches is £195,000.
- 5.6 Application deadlines for tranches 3, 4 and 5:

| | Launch Date | Funding Closing Date | Decision to be announced by |
|------------------|---------------------------------|-------------------------------|------------------------------------|
| Tranche 3 | 16 th February 2024 | 29 th March 2024 | 26 th April 2024 |
| Tranche 4 | 17 th May 2024 | 28 th June 2024 | 26 th July 2024 |
| Tranche 5 | 13 th September 2024 | 25 th October 2024 | 29 th November 2024 |

6 How to apply

- 6.1 The application is available at: www.chesterfield.gov.uk/community-grants-fund
Paper copies of the application form are also available from the Community Development Worker (details below).
- 6.2 Applicants are encouraged to read Chesterfield Borough Council's Council Plan, and the State of the Borough Report where you will find information to support your application. If you are applying for support for capital work, you can find a guide to our local priorities in the Local Plan, and if your application is related to the environment, we encourage you to read our climate change strategy. (All documents can be found on our website: www.chesterfield.gov.uk/community-grants-fund)
- 6.3 All applicants **must** discuss their proposed project with one of the community development workers prior to submitting an application. Applicants will be provided with a reference number in order to complete their application.
- 6.4 Our expectation is that organisations will only make one application per tranche, however, exceptions may be considered.
- 6.5 If an application misses a deadline date, then it will be included for consideration in the next tranche of funding, provided that funds are still available.
- 6.6 Further information can be found on the Council's website or by contacting the Community Development Worker:

Web: www.chesterfield.gov.uk/community-grants-fund

Email: communitygrants@chesterfield.gov.uk

Post: Community Grants Fund, c/o Wendy Blunt/Marie Widerman, Community Development Workers, Chesterfield Borough Council, Town Hall, Chesterfield, S40 1LP

Tel: 01246 959657 / 07790 977317

7 How will applications be assessed?

Initial screening

- 7.1 Once your application has been submitted, you will receive an acknowledgement via email.
- 7.2 Your application will initially be screened by the Community Development Worker to ensure it has been completed correctly and meets the pre-assessment criteria. Please note if an application is incomplete or does not provide sufficient information, it will generally be considered as not meeting the eligibility criteria. However, the Community Development Worker may contact you and provide support where appropriate to assist.
- 7.3 If your application is not accepted as being eligible for funding, you will be advised of the reasons for this, how you can re-apply (if this is appropriate) and, if applicable, any other potential sources of funding.

Panel assessment and scoring criteria

- 7.4 Chesterfield Borough Council have made arrangements for applications to be scored and assessed by Chesterfield Health and Wellbeing Partnership's Commissioning Panel.
- 7.5 Decisions on applications during tranche 3, 4 and 5 will be announced as outlined in 5.3.
- 7.6 The following General Assessment Criteria will be used to score all applications that pass the screening process at 7.1. Applications for projects that also meet CIL specific criteria below may be considered for CIL funding. You can read more about both the UKSPF and CIL funding criteria on our website and in the appendices.
- 7.7 Applications scoring the highest points in the General Assessment Criteria will be prioritised for the available grant funding. Successful applications may be awarded funds from either UKSPF or CIL, or a combination of both depending on the criteria met.



| General Assessment Criteria | Points Available |
|---|------------------|
| Aligns with Chesterfield Borough Council Priorities (Council Plan) and Strategies (Climate Change) | Yes/No |
| Project has a long-term impact e.g. opportunities for starting up new group, seed funding, partnership approaches, lasting legacy | Yes/No |
| Strong links to the themes of the fund (see page 1, section 1.4) | 12 |
| Value for money (possible 5 points) | 5 |
| Working in areas of the borough with higher levels of deprivation (possible 5 points) | 5 |
| Demonstrates a genuine community need and reach (possible 5 points) | 5 |
| CIL Specific | |
| Will the proposal involve provision, improvement, replacement, operation or maintenance of infrastructure? | Yes/No |
| Are the proposals addressing the demands of development in the area? | Yes/No |

What happens if our application is successful?

- 7.8 If your application is successful, you will receive a letter from Chesterfield Borough Council confirming the funding offer and payment arrangements, along with a Grant Agreement for you to sign and return.
- 7.9 Payments will be made to you up front by BACs transfer. Please note that it will take up to 28 days to process your grant payment, following receipt of your signed Grant Agreement and any required invoice and banking details.
- 7.10 Where the applicant has stated on the application form that they can reclaim VAT, the grant offer is based on the net value of the eligible scheme costs.
- 7.11 Feedback will be given to unsuccessful bidders with advice on how you can re-apply (if this is appropriate) and, if applicable, any other potential sources of funding.

