



## Chichester City Council

### SUBMITTING A DISCRETIONARY GRANT APPLICATION GUIDELINES AND TERMS EFFECTIVE FROM 28 FEBRUARY 2024

Chichester City Council's Community Affairs Committee considers grant applications at its meetings throughout the year. Please see the City Council website for details of the [meeting calendar](#).

Any applications for funding to the City Council should be made after reading the City Council Grants and Free Use policy.

#### **Discretionary Grants fall in to three categories:**

1. **Large Grants:** Up to £5,000 per year for core costs for a maximum period of the current Council term. (*The current Council term ends in May 2027, so applications for funding beyond FY27-28 will not be considered within this Council term*).
2. **Community Grants:** Up to £3,000 for one-off projects, events or activities.
3. **Free Use:** Each organisations can apply for up to 20 hours per annum free use of Council facilities.

All projects applying for grant funding should aim to fulfil one or more of the following **four key strategic objectives:**

1. Create a vibrant, active and thriving community: To create a safe, socially inclusive and caring community which embraces all residents and visitors, irrespective of age, gender, culture, income, race or religion.
2. Fill Gaps in the City's infrastructure: To ensure residents and visitors have access to amenities, activities and services that allow them to live life to the full and experience the best of the City.
3. Preserve the City's heritage: To preserve the City's unique heritage, whilst making sure it remains a dynamic, modern and exciting place to live, work and visit for all generations.
4. Improve the environment: To create an environment that supports a high quality of life and makes space for nature, leaving it in a better condition for future generations.

They should also demonstrate how they will help meet the **City Council key policy priorities:**

1. The Council has declared a Climate Emergency and pledged to reach net zero carbon emissions by 2030
2. The Council is committed to equality of opportunity for all
3. The Council is committed to strong health and safety provisions.

For example, this could include proposals to avoid the use of plastics and disposables in any events being run, and demonstrating how accessibility and inclusion are being facilitated in activity and service delivery.

Completed applications will be assessed against the following considerations, prior to presentation to the Community Affairs Committee:

- **Alignment with Council strategic objectives and policy priorities**
- **The potential for a positive impact of the project in the Parish.** Including expected outcomes and number of residents/organisations engaged or supported by the proposals.
- **The sustainability of the project.** What local commitment is there to its delivery, and on-going support once the Grant funding ends?
- **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
- **Value for Money.** Projects must demonstrate the appropriate use of public funds.
- **The expected benefit of the proposed project**
- **The evidence of community need**

**Large Grants of over £3,000 are intended to support community groups delivering key services that benefit the residents of the city and that align with the City Council's strategic objectives. A representative of the organisation will be required to attend the Community Affairs Committee meeting at which it is being considered to give a short presentation and to answer Committee Members' questions.**

**Large Grant Applications will be considered and determined if:**

1. the community organisation applying for a grant is a not for profit organisation
2. the organisation has a separate bank account held in its own name with at least two non-related signatories
3. the organisation's activities benefit the residents of, visitors to, or those that work or study in Chichester
4. a detailed Business Plan outlining why a grant should be awarded is attached to the application
5. a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application
6. a copy of the organisation's Insurance Schedule is attached to the application
7. a grant submitted for activities, services or events that involve young people or vulnerable adults has a safeguarding policy and risk assessment attached to the application
8. the organisation is willing to sign a service-level agreement with the City Council
9. the Council will consider partnership or consortia-based funding bids from multiple organisations. In these instances, the total funding applied for may be aggregated across all organisations – so for example a partnership of three organisations could apply for £15,000 of funding per year (3 x £5,000) for up to four years. In these circumstances, the partnership will have to provide evidence of effective governance arrangements and nominate a lead partner to hold the funds.

**Community Grants of up to £3,000 are intended for smaller, one-off projects, events or activities and awards are assessed on this basis.**

**Community Grant Applications will be considered and determined if:**

1. the community organisation applying for a grant is a not for profit organisation
2. the organisation has a separate bank account held in its own name with at least two non-related signatories
3. the residents of Chichester benefit from the organisation
4. the grant is intended for equipment or capital purchases or for staff and supporting infrastructure funding for a specific and finite project

5. a simple Business Plan outlining why a grant should be awarded is attached to the application
6. a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application
7. a grant submitted for a specific event being held within the next 12 months has a copy of the Event Insurance Schedule attached to the application
8. a grant submitted for activities, services or events that involve young people or vulnerable adults has a safeguarding policy and risk assessment attached to the application
9. the Council will consider partnership or consortia-based funding bids from multiple organisations. In these instances, the total funding applied for may be aggregated across all organisations – so for example a partnership of three organisations could apply for £9,000 of funding (3 x 3,000). In these circumstances, the partnership will have to provide evidence of effective governance arrangements and nominate a lead partner to hold the funds.

**Free Use Applications are intended to support small charities and grass roots organisations and will be considered and determined if:**

1. the community organisation applying for free use is a not for profit organisation
2. the organisation's activities benefit the residents of, visitors to, or those that work or study in Chichester
3. The activity takes place in a hireable room at the Council House during normal office opening hours
4. No more than 20 hours of Free Use per organisation is requested in any financial year
5. The activity for which Free Use is being requested is a private meeting or a free-to-attend public event

**At the discretion of the Community Affairs Committee, applications by organisations may be declined for a number of reasons which may include:**

- the organisation has been in receipt of a Community Grant in more than one of the previous three financial years
- the amount being applied for is in excess of £5000 in any given financial year
- the applicant is a business or commercial enterprise

**Discretionary Grant Applications will not be considered if:**

- the application is received from a political organisation
- the application is received from a lobby group
- the application is applied for retrospectively
- the application is for a commercial or business enterprise

***Only in exceptional circumstances, and at the discretion of the Community Affairs Committee; would any of the above criteria be re-considered.***

**Chichester City Council will require the successful Grant Applicants to agree to the following:**

1. bank details are to be supplied to enable the grant money to be paid electronically into the organisation's account
2. Chichester City Council is acknowledged as prominently as appropriate in any literature produced in connection with the organisation or project funded by the

Grant. Requests to use the City Council's crest and branding should be submitted in writing in advance of publication of any publicity materials

- 2.1.1. **for Large Grants and continuing funding** - the organisation should prepare and submit an annual monitoring report to Chichester City Council's Community Affairs Committee detailing how the grant has supported their activities the outcomes achieved and their plans for the coming year.
- 2.1.2. **for Community Grants up to £3,000** - the organisation will prepare and submit a grant monitoring report to Chichester City Council's Community Affairs Committee within 12 months of receiving funds detailing how the grant was expended and the outcomes achieved.
3. any requirement to vary the project or spending as outlined in the original application is to be authorised by Chichester City Council in advance of the variation occurring. Any such variation is at the discretion of the Community Affairs Committee.
4. any Grant monies spent on items not specified in the application and not subject to an approved variation to be repaid to the City Council.
5. that the project specified in the Grant application be implemented within 12 months of receiving the Grant unless extenuating circumstances were agreed at the time the Grant was awarded and attached to the Grant as a Condition of Award.
6. if it is not possible to complete the project specified in the application within the initial 12 month period and there is no Condition of Award; the Community Affairs Committee has the discretion to extend this. Any such variation must be applied for in writing in advance of the expiry of the original 12 month deadline.
7. further extensions are at the discretion of the Community Affairs Committee and must be applied for in writing in advance of the revised deadline.
8. after 12 months, if the Grant has not been expended and no extension has been granted; the City Council will require the grant money be returned in full.
9. ***if an organisation breaches these Guidelines or any Conditions attached to the Grant at the time of it being awarded, that organisation may, at the discretion of the Community Affairs Committee, be required to repay the Grant to the City Council in full.***

## **APPLICATIONS FOR ALL GRANTS – ADDITIONAL GUIDELINES AND TERMS**

### **General Requirements**

#### **Applicants must:**

- Complete all sections of the application form. The form has been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes.
- State the amount of funding sought, including costings of the project/service, and the governance arrangements to monitor the spend and progress of the project.
- Supply all requested supporting information and documentation.
- Only spend a successful award on the purpose applied for.
- Notify Chichester City Council as soon as possible should a grant or any part of that grant, not be required.

#### **Where the project involves building projects or land use, applicants must also:**

- Obtain appropriate permissions from owner and submit evidence of this with the application.

- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable.
- Provide a full breakdown of costs.

### **Process**

Applications must be received at least 20 working days in advance of the next Community Affairs Committee meeting. If required, the Committee may request that the applicant give a presentation at the relevant Committee Meeting. Applicants will be informed of the outcome of their application within 10 working days of the meeting.