

## Newark and Sherwood Community Grant Scheme Guidance

### Overview

Newark and Sherwood Community Grant Scheme aims to support district based registered charities, unincorporated associations, trust or charitable/ not-for-profit companies limited by guarantee/ community interest companies (where these are not-for-profit), constituted voluntary and community groups, societies or clubs with projects or initiatives that align to the [Council's Community Plan objectives](#).

The scheme recognises the important contribution that local organisations make to improving peoples' quality of life and that small amounts of funding can often help to get a project off the ground or enhance its impact.

Grants will be available up to £20,000. Any grant awarded over £5,000 will need to demonstrate match funding at 50% above the £5,000 threshold.

Applications will be assessed a minimum of twice a year, unless all funding has been allocated.

Approvals will generally be via the councils Cabinet following consideration by a cross party panel. For expediency and where necessary, following the panel process, applications can be approved by the relevant Portfolio Holder and referred to Cabinet for information to ensure that key timeframes are adhered to.

To be successful, applicants will need to demonstrate:

- A local need for the project
- How the project contributes to one or more of the council's community plan objectives
- That the project takes place within the district
- Financial information to support application (this includes considering the level of reserves the group has access to and evidence to support the need for council funding, including that the funding is not being applied for retrospectively).

Additional weighting will be given to those projects that meet the following criteria:

- Projects that contribute to overcoming the cost-of-living crisis
- Projects that contribute to public protection by reducing crime or anti-social behaviour
- Projects that improve bio-diversity or contribute to reducing climate change
- Projects that can demonstrate match funding (above £5k)

### Funding Criteria

- The scheme is unable to support the following:
  - Projects that are delivered outside of Newark and Sherwood.
  - Applications submitted by profit making and/or private businesses.
  - Curriculum based activities in schools
  - Retrospective applications for project/initiatives that have already commenced or been completed.
  - Ongoing revenue support for existing projects, initiatives or services

## **Eligibility**

Applications may be submitted by the following:

- Charities registered with the Charity Commission\* (e.g. Charitable Incorporated Organisations (CIOs))
- Unincorporated associations, trust or charitable / not-for-profit companies limited by guarantee).
- Constituted voluntary and community groups, societies and clubs.

## **Application Process**

All applications should be returned to [communityengagement@nsdc.info](mailto:communityengagement@nsdc.info) by the relevant deadline. A member of the Community Development Team will contact you to confirm receipt of your application and may request any outstanding documentation or supporting information to ensure your application can be submitted to Cabinet.

The Panel reserves the right to use a level of discretion in exceptional circumstances where deemed appropriate when considering requests for grant support to ensure opportunities are not missed.

## **Equal opportunities**

Newark and Sherwood District Council always welcome applications from all sections of the community.

All groups and individuals who receive support will be expected to follow current equal opportunity policy and practice in relation to management, employment practices, service delivery and training provision, and not to engage in any discriminatory activity.

## **Conditions of grants**

- The applicant must obtain approval for any changes to the original project outline.
- In the event of a grant aided asset becoming surplus to requirements, this should be returned for reallocation or disposal.
- The applicant will agree to submit progress reports, as deemed appropriate, and a post event/project evaluation report. The frequency of the progress reports will be agreed between the applicant and the council.
- By accepting the award, the applicant agrees to comply with all statutory laws such as Town and Country Planning Legislation, Licensing Law etc as deemed necessary.
- The grant must be spent within 12 months of receipt, otherwise we may request any under spend to be returned or reallocated. Any requests for an extension to the grant period must be submitted in writing to us
- Applications will only be considered when submitted via email, duly completed and signed and with any supporting documentation.



- If the project involves young people, the applicant may be required to attend additional training such as 'Safeguarding Children and Young People' as deemed appropriate and to comply with any reasonable requests to attend on-going training opportunities.
- Recipients agree to provide us with monitoring and evaluation information on request in order to measure the value and impact of the scheme.
- Publicity for funded projects will include the Council's logo.
- The district council and will be able to use details of the funded project for publicity on their websites and via their social media channels.

### **Contact Information**

If you would like to discuss your application proposal prior to submission or would like more information on the different sources of funding available please contact:

Community  
Newark and Sherwood District Council  
[communityengagement@nsdc.info](mailto:communityengagement@nsdc.info)

Development