

Newark and Sherwood Community Grant Scheme **Guidance**



Overview

Newark and Sherwood Community Grant Scheme aims to support District based constituted groups, charities and not-for profit organisations 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 £5,000.

Applications will be assessed and presented to the Council's Cabinet for decision three times a year (in exceptional circumstances, an application will be dealt with urgently). To be successful, applicants will need to demonstrate:

- The local need for the project/initiative.
- The support/endorsement of the local District ward Councillor(s)
- How the application contributes to delivery of the Council's Community Plan objectives.
- Their own financial position and what other funding has been sought

Funding Criteria

- Funding applications can be submitted up the value of 100% of the total project costs however, projects/initiatives with a joint financial contribution will be considered more favourably.
- 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 will not be considered without the endorsement of the relevant District Councillor(s) [A Local Councillor](#). 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.
- Parish and Town Councils

Application Process

The application form, submission deadline dates and further information can be found here:
* add link *

All applications should be returned to communityengagement@nsdc.info by the relevant deadline. A member of the Community Engagement 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 Engagement
Newark & Sherwood District Council
communityengagement@newark-sherwooddc.gov.uk