**WHITEHAVEN TOWN COUNCIL**

 **GRANT TERMS & CONDITIONS**

**Guidance: Responding to the application form questions**

The application form contains a number of questions about what you want to do and what you aim to achieve.  Some questions will provide information to us to help us understand your project but are not scored.  Some questions will attract a score.  The notes below aim to help you understand the type of information we need to evaluate your application.

For questions that attract a score, following the guidance will help you to score more points.  This is important because the amount of funding we have is limited.   If we receive more applications than we can fund we will use the information about your

project and the score you have achieved to help us decide which groups will be successful in receiving a grant.

**Question 1** The application form asks you to set out how much funding you want to apply for and

for a high level summary of your project.  This is your opportunity to describe for us, what your project is and how you plan to use the funding.  This is your opportunity to explain to us what you aim to do.  You will have an opportunity to set out different elements of your project in more detail further in the application.  Think about this part of the form as something you would write if you were communicating your project in a community magazine or newsletter.

**Word limit: 250 words**

**Scoring: N/A**

**Question 2** The application form asks you about what difference you want to make and how your project relates to Whitehaven and its environs.  To score well you need to tell us about what your project will achieve. This is less about what you aim to do but more about the impact your activity will have on your community.

Tell us what you expect to change, who will benefit from what you plan to do, how many people you expect to help, what impact are you planning to have.  You will score more highly if you include specific ways in which you plan to measure your outcomes.  You may also find it helpful to read the section of this pack on monitoring and evaluation before you complete this question on your application form.

**Word limit: 500 words**

**Scoring: 10 marks**

**Question 3**

Asks why you are the right group or organisation to deliver your project.  This is your

opportunity to tell us about your group, the people involved and why those factors make you the best

organisation to carry out the project.    You should include in this section information on the type of

projects and activities that your group has been involved with in the past.  If you are new to delivering

this type of project, tell us about the skills you have as a group and any other factors about your group that you think will help to make your project as success.

**Word limit: 500 words**

**Scoring: 10 marks**

**Question 4** Asks you about why you think your project is needed and who the people are that you expect to benefit. In this section you need to clearly define what you aim to achieve by funding support funding support.    It will help if you can include numeric data, statistics or other information that provides evidence of any issues you want to address.  To score well your aims must be to provide a benefit to Whitehaven.  You should provide us with information on how many people you aim

to support and why they need you project.  You need to demonstrate to us either that this type of project is not already available from other organisations in Cumbria, or that those people you want to support might not be willing or able to access that support.

**Word limit: 1,000 words**

**Scoring: 15 marks**

**Question 5** asks you to demonstrate to us why you think your project will work.    This is about providing us with information to help us assess how successful you are likely to be and whether your plans are realistic.  You might provide evidence for us of similar projects that have gone well elsewhere, or where your group has had previous success.    Think about describing to us the factors that have influenced your group in considering your project, what you plan to do and why you think it will work.

**Word limit: 500 words**

**Scoring: 10 marks**

**Question 6** asks you about how long it will take to deliver your project.  This may be up to 12 months but we may consider funding over a longer timescale.

**Question 7** is about how you will plan to organise, control and manage your project. This section of the application form is worth 10 marks and you can write up to 500 words.    You will score well by providing us with clear arrangements that set out how you are going to ensure that the activity you are being funded for is managed and delivered well and that you have appropriate arrangements to account for the Funding you receive.  You should tell us who will be responsible for this part of your project and what experience or skills they have that will help them to do this.  You may also want to include for us an outline of your project plan.

**Word limit: 500 words**

**Scoring: 10 marks**

**Question 8** asks you to provide information about the costs of your project.    This section of the application is worth 10 marks.   You need to demonstrate to us that the amount of funding you have applied for is based on a detailed understanding of the costs involved in delivering your project.  You should tell us in this section of the application how you have identified your costs.    This could be because you have already received a quotation for your expected expenditure or because you know

from experience, or similar projects elsewhere, what the costs will be.

**Scoring: 10 marks**

**Question 9** asks you about the other sources of funding that will contribute to the project. It also asks you about any plans to use volunteers for your project. In this section you should detail any other grants, sponsorship, donations and financial contributions that will help to fund your project. You don’t need to include funding you already receive to support your general running costs or other projects.  Applications will score well if you demonstrate to us that the funding you receive will be supplemented

by other funding or by the time and commitment provided by volunteers.  If you project involves the use of volunteers, you should tell us how many people you expect to volunteer and how many hours of volunteer time you estimate will help to support your project.

**Word limit: 500 words**

**Scoring: 10 marks**

**Question 10** asks you if you have considered how your project might be continued at the end of our funding.  This section is not part of the formal evaluation score but will help us to assess how long the impact or benefits from your project will last.

**Monitoring and Evaluation**

If you are successful in your funding application we will expect you to monitor and evaluate your project.  This section of the application pack tells you what this means.  It will help you to think about the information you will need to collate to provide us with an evaluation report at the end of your project.  This is important because we will usually only provide 80% of the funding you have applied for at the start of your project with the remaining 20% subject to receiving your evaluation report. What do we mean by monitoring and evaluation?   Monitoring is about collecting information and keeping track of what is going on with your work, so that you know, for example, how many people you are helping, what activities you are involved in and what kind of progress you are making.

Evaluation is about using the information you collect to make judgements about your activities and whether they have met your aims. It is often done at the end of, but can be done during, a piece of work.  You may find it helpful to evaluate your project on a regular basis so that there are no surprises when you reach the end of the funding period.

Monitoring and evaluation will help you to plan your work more effectively and make sure it is responsive to needs; it will give you continuing feedback and allow you to make changes if necessary, particularly if things are not going as intended. It can act as proof that your project is succeeding and so can be used to support future funding applications.

We ask, as part of the terms of the funding you receive from us, that you monitor and evaluate the impact your group has made to the community .   The most important thing to record is the difference your project or group makes.   You need to measure your outcomes but we also want to hear about some of the wider learning and value that your project has delivered – this may not always be quantifiable.   Also, everyone learns more from mistakes than from perfection; if some things don’t work but you have learnt from the experience and are willing to share your learning, this will be just as helpful for other groups wishing to deliver similar projects.

**Evaluation Report**

Once your project has been delivered we would like you to send us a short evaluation report no more than 2,000 words, detailing how the grant has helped you achieve your aims and what changes your project has brought about. We would ask that you include the response to these questions in your end of grant report:

*  What has changed across your organisation since you first received our grant – in terms of the work you do, the strength of the organisation and your financial position?
*  Have you achieved what you intended? If not, why not – you may have achieved something

unexpected but which is still positive! What difficulties did you face and what helped you along the way?

*  What difference have you made to your community? How many people have benefited from your work? How has your grant helped to support the community.

Your report will be used to assist ourselves and other organisations to learn from your experience and may be published on our website. You may be expected to participate in publicity.

We are also interested in feedback on your experience of getting a grant from Whitehaven Town Council.  We would welcome your views on how could we improve the way we work with applicants and grant holders.  You can do this using any of the contact details at the end of this application pack

**Funding Terms**

All groups awarded funding following a grant application will be asked to sign a grant agreement.  The agreement will set out the terms of our funding.  These are set out below.   Grant applicants are asked to ensure that they are able to comply with these terms before submitting an application.

**Terms and conditions for Community Fund grants made by Whitehaven Town Council.**

**Definitions:**

“*Council*” means Whitehaven Town Council

“*Grant*” means grants made by Whitehaven Town Council.

1. Grants may only be used for the purpose specified in the approved application and offer letter.

2. Assets or equipment purchased with grant monies may not be sold or otherwise disposed of without written approval of the Council. Where sale or disposal does take place (approved or otherwise), repayment of grant maybe required.  The level of repayment and the timescale for this will be determined by the Council.

3. Payment of grant will not be made until the confirmation of acceptance of these terms and conditions and any additional conditions outlined in the offer letter are received by them Council.

4. Any approved grant does not imply any on‐going commitment by the Council to make

further payments to the applicant organisation.

5. Applicant organisations will inform the Council of any changes to bank details.

6. Applicant organisations shall comply with all relevant legislation, law and taxation rules that apply to their organisation.

7. Applicant organisations agree to participate in publicity the Council we may wish to undertake around the specific grant made to the organisation. The organisation will inform the Council where confidentiality considerations are relevant.

8. The organisation will share with the Council prior to publication any publicity that they may wish to undertake in respect of the grant to allow the Council to contribute to the publicity.

9. Applicant organisations will acknowledge the Council in any publicity material they produce specific to the grant.    Applicants agree to provide copies of any such materials to the Council.

10. The Council agrees his name “Whitehaven Town Council” may be used by

the applicant organisation to indicate the grant support he has provided.

11. Grants must be spent within 12 months of receipt unless otherwise outlined in the offer letter.

12. Where an applicant overspends on the activity which was the subject of the grant application, no further Funds will be made available by the Council.

13. Where the grant is not spent in its entirety, any unspent balance must be returned to the Council.

14. Applicant organisations must retain all financial records and accounts, including receipts, related to the grant, for at least two years from receipt of the grant or in line with legal and/or taxation rules requirements, whichever is the longer.    These records shall be made available to the Council on request.  The applicant organisation will permit any officer of the Council or its appointed auditors to visit its premises and/or inspect any activities and records related to this grant.

15. The Council may withhold some or all of the grant or require repayment, in the following circumstances:

a. These terms and conditions and those of the offer letter are not complied with

b. If the application form was completed dishonestly, or its contents or those of supporting documentation is false or misleading

c. The applicant organisation does not promote equality of opportunity or is in breach of the requirements of equalities or health & safety legislation

d. The applicant organisation does not follow its own policies on safeguarding children or adults

e. The activities of the applicant organisation or its staff and/or volunteers are likely to bring the Council into disrepute

f. The applicant organisation fails to complete the evaluation report.

16. An evaluation and monitoring form must be completed in respect of the grant as outlined in the offer letter.  Failure to complete this may result in the grant being repayable.

CONTACT US:

**The Finance Committee**

**c/o Mr. Leslie Abrahams**

Clerk & Responsible Financial Officer

Whitehaven Town Council

Tel: 0753 6091604

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