

# Dover District Neighbourhood Forums

Active in your community

## You Decide Participatory Budgeting in Dover

Application Pack 2011/12

**Closing Date: FRIDAY 9<sup>TH</sup> SEPTEMBER**



**'YOU DECIDE' returns to the Dover District Neighbourhood Forums in 2011/12. All grant applications will be voted on and decided by your local community.**



We aim to ensure that all our customers have equal access to any of the information we produce. If you have difficulty in understanding this form or need it in a different format such as: electronic, large print, audio cassette, braille, translations - written or verbal please let us know.

**Please contact your local Community Engagement Manager if you have any questions about these notes or the application form:**

- Emma Carey: Tel: 07850 924247; E-mail: [emma.carey@kent.gov.uk](mailto:emma.carey@kent.gov.uk)
- Anne Charman (Sandwich Area): Tel: 01622 69638; Email: [anne.charman@kent.gov.uk](mailto:anne.charman@kent.gov.uk)



## GENERAL INFORMATION FOR APPLICANTS

We have written these notes to help you with your application. Please read them before you fill in the application form.

### **Who can apply?**

- We welcome applications from all types of organisations and groups. This includes organisations such as town and parish councils, voluntary and community groups, churches, societies, charities, etc. Your organisation must be properly and legally organised, with a constitution or set of rules showing your aims and objectives.
- We do, however, insist that the application comes from a properly constituted organisation or a group with a current bank account.
- We do not accept applications from individuals (for example, for personal sponsorship), party political groups or donations towards general appeals.
- We will consider applications from religious groups, but your application must show that the project will bring wider community benefit than the immediate faith group.

### **What can I apply for?**

In the coming financial year, there are three community grant schemes available via Kent County Council Members (councillors) and the Dover District Neighbourhood Forums, which are run jointly by Kent County Council and Dover District Council:

#### **Member Community Grant (KCC)**

- Each Kent County Council Member has a total of £10,000 to allocate to projects within the Dover area that provide community benefit.

#### **Local Schemes Grant (KCC)**

The Local Schemes Grant is to support revenue or minor capital projects.

- Examples of capital costs – in general terms any expenditure that leads to the acquisition of a fixed asset (land; buildings; plant; machinery; equipment; vehicles etc) or increases the life or market value of a fixed asset.
- Examples of revenue costs – all other expenditure, normally considered to be day to day running expenses of a business/organisation.

#### **Small Community Capital Projects (SCCP) Grant (KCC and DDC)**

KCC and DDC have allocated funding to the Dover District Neighbourhood Forums to award grants for community projects. The SCCP grant scheme is for local projects involving capital costs, such as those involved with the purchase, creation or significant renovation of capital assets. This scheme cannot pay for any running costs associated with your project. If you apply for a grant for the capital cost of your project, you must be able to meet all subsequent running costs from sources available to you.

## ‘You Decide’

In 2010 the Dover District Neighbourhood Forums made the decision to use participatory budgeting (PB) to allocate their funding. It has been agreed by both Kent County Council and Dover District Council that this process will be used again in 2011.

### **What is Participatory Budgeting (PB)?**

PB directly involves local people in making decisions on how a particular pot of money will be spent, with the aim of increasing transparency, accountability, understanding and social inclusion in local government affairs.

PB means engaging residents, community groups and representatives of all parts of the community to discuss and vote on grant applications and to make final recommendations on how money is spent on local projects in their own area. Please note: as this is public spend all recommendations will still need to be approved by both KCC and DDC Cabinets.

### **How will this work?**

All applications will be decided by the local community, at public “You Decide” events held in October and November 2011. **Dates and venues to be confirmed.**

If you are making an application to this fund you will need to be available on the “You Decide” community event date for the forum you will be applying to. If you or a member of your organisation is unable to attend the event I am afraid that we will not be able to accept your application.

Your organisation will need to attend this community event and give a 3 minute presentation (please note - power point is not allowed) on your project in order to obtain funding. More details of this event will be sent to your group well in advance, after you have applied.

For more information on participatory budgeting and our ‘You Decide’ Community days please go to [www.dover.gov.uk/neighbourhoodforums](http://www.dover.gov.uk/neighbourhoodforums) or the Dover District Neighbourhood Forum pages on the KCC website at [KCC Community Engagement - Dover](#)<sup>1</sup>

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<sup>1</sup> <http://democracy.kent.gov.uk/ieListMeetings.aspx?CIId=644&Year=2010>

## Important Information about your application

- When you apply, it is important that you describe the community benefit your project will bring. The benefit must be for local communities in the Dover District.
- All grants from this fund are one-off and for one year only. If your project will continue over a longer period, you will need to show in your application that you have plans to cover future costs.
- We do not fund projects which have already been completed, or costs you have already incurred before making your application. Your project must be committed to a start date by the end of the current financial year (end of March 2012).
- These funds must not be used to replace any other funding you currently get, or may have been getting from KCC/DDC.
- Any grant you receive will be specifically for the project described in your application. It must not be used for any other purpose. We will not pay supplementary funding if your costs rise after you submit your application, or if you later find that you did not assess them properly.
- It is also important that you let us know if you are applying to any other part of Kent County Council or Dover District Council, or to any of the Town & Parish Councils, for a grant for the same project or part of it.
- We do not require that your project has funding from other sources too (e.g. matched funding), but if it will have, you should show this in your application. This helps us to understand the size and scope of your project.
- If your project will need planning permission, we strongly recommend that you obtain this before you apply for this grant.
- You can apply for a grant up to a maximum of **£2,500 per project**. This is **in total**, not per Forum area or 'You Decide' event. There is no minimum amount but we would prefer not to receive requests for less than £250, because the cost of processing these will usually be more than the value of the grant.
- Please bid for the exact amount you require to complete your project as, if successful, you will be awarded the amount in full and we will require evidence of spend.
- Every year, we receive many grant applications for projects where the planned start date is unclear. The financial year runs from April to the following March. When you send in your application, it must show that by, or before, 31<sup>st</sup> March 2012 your project will be able to commit to a definite start date. If your project cannot do this, you should make your application in the next financial year.

## Completing the Form

- We suggest you read the whole application pack through before you start filling in the form.
- In the form, the word 'you' usually refers to your group or organisation.
- If you don't have an answer to a question, please don't just leave the box blank – explain why you can't answer the question. We cannot consider incomplete application forms.
- Please either download the form onto your computer and complete it from there, or complete it by hand using **black ink**. To download the form, please go to: [www.dover.gov.uk/neighbourhoodforums](http://www.dover.gov.uk/neighbourhoodforums) or [KCC Community Engagement - Dover](#)<sup>2</sup>
- Please feel free to expand the boxes or add extra sheets, labelled with your group's name and question number if necessary. However, please don't send us any information or documents we haven't asked for, as we cannot consider them.
- You may submit your application as the attachment to an e-mail message, but if you do, please follow this up with a signed copy by post.
- For tips on how to write a funding application, and other advice and support, please see the [KCC External Funding Team](#) webpages<sup>3</sup>. The Kent area also has a community support funding website - [Kent 4 Community](#)<sup>4</sup>. Funding advice is also available from the [DDC Community Development Team](#)<sup>5</sup> and [CASE Kent](#)<sup>6</sup> and [Funding Buddies](#)<sup>7</sup>. Please see our website for more information and links.

## What happens after I apply?

### When we receive your application, we will do the following:

**Step 1:** The closing date for applications during 2011/12 is **Friday 9<sup>th</sup> September 2011**. After the deadline date, your local KCC Community Engagement Manager will check that all applications received fit the criteria and are eligible to go forward to the next stage.

**Step 2:** The KCC Community Engagement Manager will then contact each applicant giving them further information about the 'You Decide' event and to answer any questions the applicant may have.

**Step 3:** At the 'You Decide' event applicants will be asked to give a 3 minute presentation on their bid, detailing what the project is, what it aims to achieve, costs involved and the community benefit it will bring. Members of the community will then vote on the bids and those with the highest score will be recommended to the KCC Cabinet Member / DDC Cabinet to receive funding.

<sup>2</sup> <http://democracy.kent.gov.uk/ieListMeetings.aspx?CId=644&Year=2010>

<sup>3</sup> [http://www.kent.gov.uk/community\\_and\\_living/external\\_funding.aspx](http://www.kent.gov.uk/community_and_living/external_funding.aspx)

<sup>4</sup> [www.open4community.info/kent/Default.aspx](http://www.open4community.info/kent/Default.aspx)

<sup>5</sup> [www.dover.gov.uk/community/community\\_development.aspx](http://www.dover.gov.uk/community/community_development.aspx)

<sup>6</sup> <http://www.casekent.org.uk/>

<sup>7</sup> <http://www.fundingbuddiesinkent.org.uk/>

**Step 4:** Formal offer letters will be sent out to successful and approved applicants following the recommendations being approved by KCC and DDC. By returning this, you will show that you accept the terms and conditions of the grant.

**Step 5 -** We will pay the grant directly to your organisation's bank account by BACS transfer. We will not pay you by cheque. We aim to pay the grant to your account not more than 28 days after we receive the acceptance form from you.

### **Monitoring**

If you receive a grant, we will require you to complete and return a report to your local KCC Community Engagement Manager when you have spent the grant money. A monitoring form will be sent out to you within a few months of the grant being paid. The completed report will need to show how you have spent the grant and how it has achieved its purpose.

If for any reason your project fails or cannot proceed after we have paid you a grant, you must tell your local KCC Community Engagement Manager immediately. If this happens, we will expect you to repay the grant in full, unless we agree that it looks as if the delay will only be for a short period.

Kent County Council reserves the right to withdraw or reclaim funding from you if you change the nature of the project, its aims or beneficiary groups, or its timescale for completion significantly from the details in your application.

An authorised representative from Kent County Council may visit from time to time to check project progress, and upon completion of the project. We will make this a condition of the grant.

### **Publicity for Your Project**

Kent County Council or Dover District Council will want to work with you on any publicity about the sources of funding for your project. As a condition of the grant, KCC and DDC would expect to publicise your project in the local media. Your local KCC Community Engagement Manager will discuss this with you if your project receives a grant.

### **Legal Requirements**

If we award your project a grant, you must make sure you and all of your agents follow relevant Health and Safety legislation when you/they carry out the work. You must, of course, take into account national legislation on equal opportunities, disability, access, safeguarding children and vulnerable adults etc.

If your project involves land or buildings, you must own, or have secure tenure of, any land or property involved in your project. You must also have proper authority to carry out the project there.

If your project will need planning permission, you will be entirely responsible for obtaining this. We will normally expect that you obtain this before making your grant application. If you do not, and planning permission is subsequently refused, so that your project cannot then go ahead, you must tell the KCC Community Engagement Manager immediately and repay the grant in full if we have already paid it to you.

## Timescale for 'You Decide' grant schemes

PROCESS	TIMESCALE
Launch of the Small Capital Community Grants Round	Thursday 12 May 2011
Application deadline	Friday 9 September 2011
<u>"You Decide" Community Events (PB)</u> Dover West/Dover North Dover Town Sandwich Deal & Walmer	October and November 2011
KCC Cabinet Member approval:	December 2011
DDC Cabinet approval:	December 2011
Formal offer letters issued from KCC by:	December 2011/January 2012
Projects to be committed to a start date:	By or before 31 March 2012
New grants round begins:	April 2012 (subject to budget confirmation)

**PLEASE NOTE: THESE GUIDELINES ARE FOR 2011/12 ONLY.**

**Good luck with your application**

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**For KCC use only:**

Forum: \_\_\_\_\_ Amount: \_\_\_\_\_ MCG: \_\_\_\_\_ Ref: \_\_\_\_\_  
Project title: \_\_\_\_\_ LSG: \_\_\_\_\_  
Date: \_\_\_\_\_ SCCP: \_\_\_\_\_



**Kent County Council & Dover District Council**  
**YOU DECIDE Grant Schemes**  
**Application for Funding in Financial Year 2011/12**



- Please read the guidance notes before you complete this form.
- Please type or print your answers. An electronic copy is available if you need it. If you complete the form by hand, please write clearly and use **black** ink.
- Please answer all of the questions and return your form before **FRIDAY 9<sup>TH</sup> SEPTEMBER 2011**.

**SECTION ONE: ABOUT YOUR ORGANISATION**

**1.1 Your organisation's name, address, telephone number, e-mail address.** Please also give your website (if you have one)

**1.2 If you want us to write to a different address in connection with your application, please give this below.** Please give us the name, position, telephone number and e-mail address for this contact. Is there a best time to contact?

**1.3 What type of group/organisation are you?**

For KCC monitoring purposes - please tick one only:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Voluntary</b>       | <input type="checkbox"/> <b>Community or self-help</b> | <input type="checkbox"/> <b>School</b>                 |
| <input type="checkbox"/> <b>Church or faith</b> | <input type="checkbox"/> <b>Sports</b>                 | <input type="checkbox"/> <b>Other (Please explain)</b> |
| <input type="checkbox"/> <b>Youth</b>           | <input type="checkbox"/> <b>Parish or Town Council</b> |  |

**1.4 If your organisation is a Registered Charity, please give the number below:**

**1.5 Please describe, in no more than 100 words, the main aims and activities of your organisation:** 1)The main things you provide; 2) Key areas your organisation deals with; and 3) Who benefits from what you do).

**1.6 What geographical area do you work in?**

**1.7 Does your group have a management committee or board of trustees?**

NO  YES

**1.8 Is your group of, or related to, a large organisation or federation?**

NO  YES

**1.9 Does your organisation already receive funding or regular grants from Kent County Council, Dover District Council or Town & Parish Councils?**

NO  YES

*If YES, please give details of grant currently received or being considered (Where from? £ amount? When will you hear if not yet confirmed?)*

## SECTION TWO: ABOUT YOUR PROJECT

### 2.1 Title of Project:

*In no more than 300 words, please give a description of your project. Please remember to say why you are applying for a grant, and who will benefit from your project. Please use this section to describe your project, not your group.*

### 2.2 What evidence do you have that this project is needed in the local area?

If there are consultation exercises, feasibility studies etc we can see, please say where we can get these. Is there unmet demand for this project?

### **2.3 Impact: what difference will this project bring to the community?**

Will your project help deliver Council (KCC / DDC) & Partnership Targets? To help you answer this question, please consider the following:

- 1) **Will your project make your community a better place to live?** *How will it do it?*
- 2) **Will your project improve your local neighbourhood?** *How will it do it?*
- 3) **Will your project promote equality and diversity and community cohesion?** *How will it do it?*
- 4) **Will your project contribute to the regeneration of your area?** *How will it do it?*
- 5) **Will your project improve health, care and well-being?** *How will it do it?*
- 6) **Will your project help you run your activities better?** *How will it do it?*

**2.4 Who will benefit?**

It is important that you can show benefit to the wider community, and not just to your organisation. Please see separate guidance notes to help you answer this question.

**2.5 When do you expect your project to start? (dd/mm/yyyy)**

Please be as specific as you can. Please remember that it will be a requirement of any grant that by, or before, 31 March 2012 your project must be committed to a start date.

**2.6 How long will it last?**

Please give a brief timetable after it starts, and say when you expect to complete it.

**2.7 How will you: a) monitor the progress of the project; b) check the overall success of this project?**

**2.8 Will your project need planning permission before it can start?**

*We would usually recommend for you to apply for planning permission before completing this application.*

- NO**       **YES** (but we have not yet applied)       **YES** (and we have already obtained it)

**SECTION THREE: THE COST OF YOUR PROJECT**

Please note: all costs must include VAT where this applies and you should show VAT figures separately.

<b>3.1 What is the total cost of your project?</b>	£ amount
<b>3.2 How much are you applying for in this application?</b>	£ amount

<b>3.3 Please set out below the main items on which you will spend the grant:</b>	
<b>Item</b>	<b>£ amount</b>
<b>Total Cost of Items listed above</b>	<b>£</b>

<b>3.4 What funds have you raised / applied for so far for this project?</b> Where from? £ amount? When will you hear if not yet confirmed?

<b>3.5 Have you received money from Kent County Council or the Dover District Neighbourhood Forums before?</b>
<input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES</b> If yes, please say how much and when.

<b>3.6 What are your fund raising plans to support this project when the grant finishes?</b>

<b>3.7 What will happen if you are not successful in this application?</b>

## **SECTION 4 ANY OTHER COMMENTS**

**Is there anything else you think we need to know about your project, or about your application for this grant?**

If so, please add this here, in no more than 300 words

## **SUPPORTING DOCUMENTATION**

***Please have the following information available to send to us promptly if requested:***

- A more detailed breakdown of the costs of your project
- A full copy of any feasibility study for your project
- Evidence of permissions/consents, including planning consent
- Evidence of the cost required -copies of cost quotations you have received (we will, of course, handle these in confidence)
- Your Trust Deed (if applicable)
- Constitution or set of rules; Management Committee list.
- Up-to-date annual accounts or financial statement
- Copy of any applicable Conveyance/Letting Agreement/Lease
- A copy of your current Business Plan
- Your organisation's equal opportunities policy statement
- Your organisation's safeguarding policy and procedures

**FINALLY, PLEASE READ THE NEXT PAGE AND SIGN YOUR APPLICATION**

**DECLARATION**

- I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge.
- If this application is successful the grant will only be used for the purposes specified in this application, and we will comply with all the terms and conditions attached to the grant.
- My organisation has not received funding from another source for costs that we are seeking through this grant.
- I agree that the information I have given may be retained and used by Kent County Council and Dover District Council for the purposes of monitoring the allocation of grants, in order to ensure that all sections of the community are served, so that the Dover District Neighbourhood Forums can make grants on merit, and in accordance with the eligibility criteria for this grant scheme.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name** (in capitals): \_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_

**Does any Member of the County/District/Town/Parish Council play any role in your organisation, or have any connection with this project?**

**NO**    **YES**   *If YES, please say who, and what role or connection they have*

## **FINAL CHECKLIST**

**Before you send in your application, please check each of the following:**

- ✓ **Have you answered all questions on the application form?**

*We will not consider your application if it is not complete.*

- ✓ **If your project receives a grant, will it be committed to a start date by or before the end of March 2012?**

*If not, you should apply in the next financial year (starting April 2012 - subject to budget confirmation).*

- ✓ **Have you checked that your project complies with all relevant legislation, and checked whether you need planning permission etc?**

*If you need planning permission, we recommend that you obtain this before you apply for this grant.*

- ✓ **Does your organisation have a bank account?**

*We will only pay grants to an official bank account for your organisation*

- ✓ **Have you kept a full copy of the application for your own records?**

Please send completed forms to:

<p><b>Emma Carey</b> <b>Community Engagement Manager</b> Kent County Council Room 1.97 Sessions House County Road Maidstone Kent ME14 1XQ 07850 924247 Emma.carey@kent.gov.uk</p>	<p><b>Anne Charman</b> <b>Community Engagement Manager</b> (Sandwich Area) Kent County Council Room 1.97 Sessions House County Road Maidstone Kent ME14 1XQ <b>01622 696389</b> Anne.charman@kent.gov.uk</p>
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**DEADLINE FOR APPLICATIONS:**

**FRIDAY 9<sup>TH</sup> SEPTEMBER 2011**