



# Dover District Neighbourhood Forums

Active in your community

## You Decide Grant Scheme

**Application Pack 2013/14**

**Closing Date: Friday 13 September 2013**

**'YOU DECIDE' returns to the  
Dover District Neighbourhood Forums.  
All grant applications will be voted on and  
recommended 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 KCC Community Engagement Officer if you have any questions about these notes or the application form:**

Shuna Body: Tel: 01622 694943; Email: [shuna.body@kent.gov.uk](mailto:shuna.body@kent.gov.uk)



## GENERAL INFORMATION FOR APPLICANTS

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

### **Community Grant Schemes**

In the coming financial year, there will be up to three community grant schemes available via each Dover District Neighbourhood Forum (Dover Town, Dover North, Dover West, Sandwich Area and Deal & Walmer) which are run jointly by Kent County Council (KCC) and Dover District Council (DDC). These are:

#### **1. 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 small capital 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.

#### **2. Member Community Grant (MCG) (KCC)**

- Each KCC Member has a total of £10,000 to allocate to projects within the Dover District area that provides community benefit.

#### **3. Local Schemes Grant (LSG) (KCC)**

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

All applications to the SCCP fund (No.1 above) will go through to a 'You Decide' event where the local community will recommend which projects receive funding. In addition each KCC member has the **option** to add some of their MCG (No. 2 above) and LSG (No.3 above) to the 'You Decide' pot of funding which will not only increase the amount of funding available at the events but will also mean some revenue projects can be funded through the 'You Decide' scheme.

**It will depend on the area in which your project exists as to what type of funding is available:**

Neighbourhood Forum	Areas covered	Funding Available via You Decide Event
Deal & Walmer	Middle Deal, Mill Hill, North Deal and Walmer.	SCCP only (capital projects only)
Dover North	Aylesham, Eythorne, Great Mongeham, Nonington, Northbourne, Ringwould and Kingsdown, Ripple, St Margaret's at Cliffe, Sutton and Tilmanstone.	SCCP/MCG/LSG (capital and revenue projects)
Dover Town	Buckland, Castle, Maxton, Elms Vale and Priory, St. Radigunds, Town and Pier, Tower Hamlets	SCCP only (capital projects only)
Dover West	Alkham, Capel-le-Ferne, Denton with Wootton, Hougham Without, Lydden,	SCCP only (capital projects only)

	Shepherdswell with Coldred, River, Temple Ewell and Whitfield	
Sandwich	Ash, Eastry, Goodnestone, Preston, Sandwich, Sholden, Staple, Stourmouth, Wingham and Worth.	SCCP only (capital projects only)

KCC administers the “You Decide” Grant Fund for the Dover District Neighbourhood Forums.

**If you are in an area where only capital projects will be eligible for the ‘You Decide’ fund and you have a revenue project please contact your KCC Community Engagement Officer (contact details are on the cover page) for alternative sources of funding.**

## ‘You Decide’

After the success of the ‘You Decide’ events held in 2012, Kent County Council and Dover District Council have agreed to continue using participatory budgeting to allocate the funding available through the Dover District Neighbourhood Forums in 2013-14.

### **What is Participatory Budgeting?**

Participatory Budgeting (PB) directly involves local people recommending 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 making 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 being held in October and November 2013.

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.

At the ‘You Decide’ community events applicants will be asked to give a **2** minute presentation on their bid, detailing what the project is, what it aims to achieve, costs involved and the community benefit it will bring (please note– power point is not allowed).

Members of the community will then vote on the bids, results will be announced at the event and those with the highest score will be recommended to both DDC and KCC Cabinets to receive funding.

<b>PROCESS</b>	<b>TIMESCALE</b>
Launch of the Small Capital Community Grants Round	Friday 21 June 2013
Application deadline	Friday 13 September 2013
Dover West (Venue to be advised)	Saturday 5 October
Sandwich (Venue to be advised)	Saturday 19 October
Dover North (Venue to be advised)	Saturday 2 November
Dover Town (Venue to be advised)	Saturday 16 November
Deal & Walmer (Venue to be advised)	Saturday 30 November
KCC and DDC approval:	December 2013
Formal offer letters issued from KCC:	December 2013
Projects to be committed to a start date:	By or before 31 March 2014
New grants round begins:	April 2014 (subject to budget confirmation)

For more information on participatory budgeting and our 'You Decide' Community events 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>

### **Who can apply?**

We welcome applications from all types of organisations and groups. We do, however, insist that the application comes from an organisation or group, which has a constitution or formal rules, allowing them to apply for grant funding. Eligibility criteria states that a current bank account is in place for the organisation.

We will consider applications from religious groups, but your application must show that the project will bring wider community benefit as well as to the immediate faith group.

We do not accept applications from individuals (for example, for personal sponsorship), party political groups or donations towards general appeals.

'You Decide' grants allocated are one-off. There is no ongoing support implied or made through awarding any organisation a grant. Kent County Council / Dover District Council will not be liable for any ongoing costs that the project may incur for Revenue and/or Capital.

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

- 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.

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

- Examples of revenue costs – all other expenditure, normally considered to be day-to-day running expenses of an organisation.

### 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 2014).
- 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.
- 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 £500, due to processing costs.
- Please bid for the exact amount you require to complete your project as, if successful, you are likely to be awarded the amount in full and we will require evidence of spend. Please note you may not receive the full amount if you are the final recommended project. If this is the case you will be awarded any remaining money in the 'You Decide' pot.
- 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 2014 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

- To download the form, please go to: [http://www.dover.gov.uk/neighbourhood\\_forums](http://www.dover.gov.uk/neighbourhood_forums) or [KCC Community Engagement - Dover<sup>2</sup>](#)
- The application form can either be typed and submitted as the attachment to an e-mail message and sent to [shuna.body@kent.gov.uk](mailto:shuna.body@kent.gov.uk) or printed off and completed by hand using **black** ink. Our preference would be to receive the form via email.
- Please feel free to expand the boxes or add extra sheets, labelled with your group's name and question number if necessary. However, please do not send us any information or documents we haven't asked for as we cannot consider them.
- For tips on how to write a funding application, and other advice and support, please go to the following: the Kent community support funding website - [Kent 4 Community](#), the [DDC Communication and Engagement Team](#), [CASE Kent](#) and [Funding Buddies](#). Please see our website for more information and links.

### What happens after I apply?

**The closing date for applications during 2013/14 is Friday 13 September 2013.**

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

**Step 1:** Upon receipt of your application, your KCC Community Engagement Officer will check that it fits the criteria and is eligible to go forward to the next stage.

**Step 2:** The KCC Community Engagement Officer 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:** Applicant attends the 'You Decide' event.

**Step 4:** Formal offer letters will be sent out to successful and approved applicants following KCC and DDC approval of the recommendations. 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**

KCC administers the "You Decide" Grant Fund for the Dover District Neighbourhood Forums.

If you receive a grant, we will require you to complete and return a report to your local KCC Community Engagement Officer 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.

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

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 Officer 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 and/or DDC Community Engagement Officers 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 requires 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 Officer immediately and repay the grant in full if we have already paid it to you.

**PLEASE NOTE: THESE GUIDELINES ARE FOR 2013/14 ONLY.**

**Good luck with your application**

**For KCC use only:**

Forum: _____	Amount: _____	MCG: _____	Ref: _____
Project title: _____		LSG: _____	_____
Date: _____		SCCP: _____	_____

You



**Kent County Council  
& Dover District Council  
YOU DECIDE Grant Schemes**



**Application for Funding in Financial Year 2013-14**

- Please read the guidance notes before you complete this form.
- Please type or print your answers. If typing please email your application as an email attachment (preferred option) or if completing the form by hand, please write clearly and use **black ink**.
- The closing date for applications is **Friday 13 September 2013**

<b>NAME/TITLE OF PROJECT:</b>
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<b>SECTION ONE: ABOUT YOUR ORGANISATION</b>
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<b>1.1 Contact Details</b> Please tell us the name of your group or organisation as it appears on your governing document, this is likely to be a constitution. This name must match your bank statement and accounts.
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Your Organisation's name:
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Contact Name:	Position in Organisation:
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Address:
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Daytime telephone number:	Email address:
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<b>1.2 Please tell us about your organisation.</b> (Tell us what your organisation does and who it involves)
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<b>1.3 What type of group/organisation are you?</b> Please tick the box or boxes that best describes your organisation
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<b>Tick Here</b>	
	Registered Charity (please provide the charity number)
	Voluntary Organisation
	Community Organisation
	Sports Organisation
	Youth Organisation
	School
	Parish/Town
	Church/Faith group
	Part of or related to a large organisation or federation
	Other (please specify)
<b>1.4 How many committee members are in your group/organisation?</b>	
<b>SECTION TWO: ABOUT YOUR PROJECT</b>	
<b>2.1 Where is the project based? Please give the full project address, if different from the main contact address</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>2.2 Tell us about your project</b> Please answer the following	
<b>1. Describe the activities of the project</b>	
<b>2. Who will manage and deliver your project?</b>	
<b>3. Who will benefit from the project?</b>	
<b>4. What difference will your project make to your community?</b>	
<b>5. How will you monitor your project achievements?</b>	
<b>2.3 When do you expect your project to start? (dd/mm/yyyy)</b> Please be as specific as you can. Please remember that it will be a requirement of any grant that the project must start after the 'You Decide' event and before 31 March 2014.	



## SECTION 4: OTHER INFORMATION

### 4.1 Please select which of KCC'S priorities your project supports

Please select **all** that apply

Tackling disadvantage

Putting the residents in control

Growing the economy

### 4.2 Please select which of DDC priorities your project supports

Please select **all** that apply

Facilitating strong communities with a sense of place and identity

Serving our communities effectively

### 4.3 Equalities

Kent County Council/ Dover District Council recognises that one of the county's greatest assets is its diverse community and workforce.

As a major employer and provider of a wide range of services throughout the county, KCC is committed to challenging inequality, discrimination and disadvantage on behalf of everyone who lives in, works in and visits Kent.

How does either your organisation / group, or this project (a) advance equality of opportunity between different people in the community; or (b) foster good relations between different people in the community?

### 4.4 Any other comments?

## SUPPORTING DOCUMENTATION

*Please note you may be requested to provide further documentation to support your application.*

## DECLARATION & SIGNATURE

Declaration:

- I confirm that I am authorised to sign this application on behalf of my organisation/ group. The information provided in this application is correct to the best of my knowledge.
- If this application is successful, I confirm that the grant will only be used for the purposes specified in this application. My organisation/group will comply with all the terms and conditions that apply to the Kent County Council Local Member Grants Schemes.
- I confirm that my organisation/group has not received funding from another source for the costs Kent County Council/ Dover District Council campaigns has been asked to fund in this application.
- I understand that any necessary planning permission or delegated authority should be secured

before applying for a Grant.

- I agree that my organisation/group will give recognition to Kent County Council/Dover District Council campaigns and the local County and District Councillor(s) who awarded the grant in any publicity related to the project specified in this application.
- I agree that the information provided in this application can be retained and used by Kent County Council to allow the project to be monitored.
- I understand that monitoring will be undertaken within 12 months of receiving the grant and that evidence may be sought from my organisation/group to support this process.
- I understand that grants will be made in accordance with the eligibility criteria for the Kent County Council Local Member Grants Schemes and with the County Council's Equality and Diversity Policy Statement.
- I understand that this grant is a one-off grant payment, and that further revenue or capital grant support may not be made in subsequent years.
- I agree to the conditions for the use, retention and right-off periods for all capital items purchased with this grant, as set out in the grant funding guidelines.
- I understand that, if the grant is not used for the purposes specified in this application, permission must be sought from Kent County Council first. The County Council reserves the right to recoup part, or all, of the grant amount if it is not spent as specified, or as agreed otherwise with the County Council.
- I confirm that the organisation has a constitution or set of formal rules.
- I confirm that the organisation has a current bank account and we will inform you of any changes to our bank or building society accounts.

The box below should be signed by the main contact person named in question 1.1

If sending this form as an email attachment please scan in your signature page.

Signed	Date

**DATA PROTECTION STATEMENT**

We would like to send you information by **email** on future grant funding opportunities, information on Kent County Council's/Dover District Council's campaigns, relevant services, consultations and local engagement opportunities.

Would you like to be added to our email contact database for this purpose?

**Please delete as applicable**

Yes

No

**Your details will be kept securely by Kent County Council/Dover District Council under the terms of the Data Protection Act**

## **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 2014?**

*If not, you should apply in the next financial year (starting April 2014 - 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 email or send completed forms to:

**Shuna Body, Community Engagement Officer** Tel: 01622 694943

Email: [communicationsbusinesssupport@kent.gov.uk](mailto:communicationsbusinesssupport@kent.gov.uk)

**You Decide Grant Scheme  
Communication & Engagement Team  
Dover District Council Offices  
White Cliffs Business Park  
Whitfield  
Dover  
Kent  
CT16 3PJ**

**DEADLINE FOR APPLICATIONS:**

**Friday 13 September 2013**