



Dover District Neighbourhood Forums

Active in your community

You Decide Grant Scheme

Guidance Notes 2014/15

Closing Date: Friday 10 October 2014

**'YOU DECIDE' forms part of 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

For more information on the Dover District Neighbourhood Forums and the 'You Decide' Grant Scheme please go to www.dover.gov.uk/neighbourhoodforums or www.kent.gov.uk/leisure-and-community/community-grants-and-funding

Kent
County
Council
kent.gov.uk



GENERAL INFORMATION FOR APPLICANTS

These guidance notes aim to help you complete your application. Please read them carefully before you fill in the application form.

Community Grant Schemes

You Decide funding for 2014-15 is available under the 'Combined Member Grant' scheme from Kent County Council (KCC) and the You Decide Grant Scheme from Dover District Council (DDC). These You Decide guidance notes cover small community grants in the Dover North area of the Dover District. Applications that meet the assessment criteria will go through to a '**You Decide**' event where the local community will recommend which projects receive funding. Applicants can apply for capital and revenue funding via this scheme.

The following areas are covered under the Dover North Neighbourhood Forum area:

Neighbourhood Forum	Areas covered	Funding Available via You Decide Event
Dover North	Aylesham, Eythorne, Great Mongeham, Nonington, Northbourne, Ringwould and Kingsdown, Ripple, St Margaret's at Cliffe, Sutton, Guston, Betteshanger and Tilmanstone.	Capital projects Revenue projects

For other Dover District Neighbourhood Forum areas (Dover Town, Dover West, Sandwich Area and Deal & Walmer) there is a separate scheme and therefore a separate application. Please contact Kirsty Ash (Kirsty.ash@dover.gov.uk) at Dover District Council for more information or visit our website: www.dover.gov.uk/neighbourhoodforums

'You Decide'

What is You Decide?

You Decide is a form of Participatory Budgeting (PB), whereby residents, community groups and representatives of the local area are encouraged to be involved with, discuss, vote and make recommendations on how money is spent on local projects in their own area. However, as this is public spend all recommendations will still need to be approved by both KCC and DDC Cabinets.

How does it work?

Applicants can apply for a grant between **£500 and £2,500** per project. The applicant must complete the You Decide application form. Please note incomplete application forms will not be considered.

All applications that meet the assessment criteria will be put forward to the 'You Decide' event which is being held on **Saturday 22 November 2014 at Northbourne Parish Hall, The Drove, Northbourne, Nr Deal, Kent CT14 0LN**. At this event the local community will decide which projects will receive funding by casting a vote.

If you are making an application to this fund you will need to be available to attend the event. If you or a member of your organisation is unable to attend the event, unfortunately your application will not be considered.

You will be informed by **Friday 17 October 2014** if your application has met the assessment criteria and will be invited to attend the event. At the 'You Decide' community event, applicants are required 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).

There are a maximum of 25 presentation slots available at the event. If the number of acceptable applications exceeds 25 then applications going forward to the event will be selected based on the following criteria:

- They have applied to You Decide previously but were unsuccessful in obtaining funding
- They have received no funding from either KCC, DDC or Town and Parish Councils in the last 2 years (i.e. no funding received after 29 August 2012)
- Equal to or greater than 80% of the project beneficiaries are from the Dover North area (please provide evidence in the relevant section on the application form)
- The project would not go ahead if the applicant was unsuccessful in obtaining You Decide funding in 2014/15.

Following the presentations, members of the community attending the event will be given one token each to deposit in a box for the project of their choice (similar to voting schemes in supermarkets). The projects will be ranked in order of those receiving the highest number of tokens. The highest scoring project will receive the full amount requested on their application and then the remaining projects will be awarded funding until all funding has been allocated. Therefore if you are the final recommended project you may not receive the full amount that you applied for. Results will be announced at the event.

Please note that DDC and KCC Staff and Councillors cannot vote for any projects at 'You Decide' events.

Who can apply?

Applications are welcomed from all types of organisations and groups that have a constitution or formal rules, allowing them to apply for grant funding. Eligibility criteria also states that a current bank account is in place for the organisation.

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

Applications from individuals (for example, for personal sponsorship), party political groups or donations towards general appeals will not be accepted.

KCC and DDC councillors cannot apply to this grant scheme.

What can I apply for?

Your application can be for capital or revenue costs associated with the project.

Capital expenditures are funds used to acquire or upgrade fixed assets that will benefit the business in the future. Examples include:

- Fixed assets i.e. buildings, land, plant or machinery
- Addition to buildings
- Structural improvement or alteration to existing assets
- Computer equipment
- Software
- Machinery
- Office equipment

Revenue expenditures are expenses incurred for daily operation but have a shorter term benefit. Examples include:

- Floating assets i.e. goods, raw materials, stores
- Maintenance of assets i.e. repairs, renewals, replacements to building furniture and/or fittings
- Meeting day to day expenses of a business i.e. salaries, rents, rates, taxes, stationary, postage

Assessment Criteria

Your application will be assessed against the following criteria:

- All questions on the application have been answered.
- Your organisation has a bank account.
- Your organisation has a constitution or formal rules enabling you to apply for funding.
- Your project complies with all relevant legislation.
- All relevant permissions have been sought to allow your project to proceed, including planning permission if applicable.
- The application is for a grant between £500 and £2,500. Applications for less than £500 will not be considered.
- If successful, the funding awarded will be spent **before the 31 March 2015.**
- Your project must be based in Dover North and benefit the local communities in this area.
- The application is for a single project in a single area. Organisations cannot apply to more than one area in the Dover District. The area must be selected based on the greatest community impact.

Important Information

- **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.
- These funds must not be used to replace any other funding you currently get, or may have been getting from KCC/DDC.
- Any grant received must be used specifically for the project described in your application and for the amount stated. It must not be used for any other purpose.
- If there are any changes to any aspect of your project you must notify us immediately.
- In the unlikely event that the number of applications totals the amount of money available for that area, the money will be allocated to those applications that have met the assessment criteria. There will be no event. If this is the case you will be notified in plenty of time.

Completing the Form

- To download the form, please go to: http://www.dover.gov.uk/neighbourhood_forums
- The application form can either be typed and submitted as an attachment to an e-mail message and sent to 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.
- 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](#), and [CASE Kent](#). Please see our website for more information and links.
- If having read these guidance notes you feel that this form of grant application is not appropriate for your organisation please go to www.kent.gov.uk/leisure-and-community/community-grants-and-funding or www.dover.gov.uk/neighbourhoodforums for alternative funding streams.

What happens after I apply?

The closing date for applications is Friday 10 October 2014.

Step 1: Upon receipt of your application, KCC and DDC Community Engagement Officers will check that it meets the assessment criteria and is eligible to go forward to the next stage.

Step 2: The KCC Community Engagement Officer will then contact each applicant by Friday 17 October 2014 to advise if their application has successfully met the criteria. These applicants will also be invited to attend the 'You Decide' event on Saturday 22 November 2014 at Northbourne Parish Hall, The Drove, Northbourne, Nr Deal, Kent CT14 0LN.

Step 3: Applicant attends the 'You Decide' event on Saturday 22 November. **Please arrive by 9.30am for a 10.00am start.** Following the presentations and voting, the recommended projects will be announced at the event.

Step 4: Formal offer letters will be sent out to successful applicants following KCC and DDC cabinet approval of the recommendations. You will be asked to acknowledge receipt of this letter and acceptance of the terms and conditions of the grant.

Step 5: The grant will be paid directly to your organisation's bank account by BACS transfer. You will not be paid by cheque. KCC aim to pay the grant into your bank account within 28 days of receiving acknowledgement from you.

Step 6: If you receive a 'You Decide' grant, you will be required to complete and return a monitoring form to your local KCC Community Engagement Officer once 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 form will need to show how you have spent the grant and how it has achieved its purpose.

Step 7: KCC and/or DDC will publicise all 'You Decide' events and successful projects. As a condition of the grant, KCC and DDC would expect you to publicise your project and the source of funding. Your local KCC and/or DDC Community Engagement Officers will discuss this with you if your project receives a grant. Please let us know what publicity or launch events you have planned.

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.

Legal Requirements

If your project is awarded a grant, you must make sure that you and all of your volunteers 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 your 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 2014/15 ONLY.
Good luck with your application