



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 scored and recommended by representatives from 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 DDC Community Engagement Officer if you have any questions about these notes or the application form:

Kirsty Ash: Tel: 01304 872421; Email: kirsty.ash@dover.gov.uk

For more information on Dover District Neighbourhood Forums and the 'You Decide' Grant Scheme please go to www.dover.gov.uk/neighbourhoodforums

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 from the You Decide Grant Scheme from Dover District Council (DDC). These You Decide guidance notes cover applications for small community grants in the following Neighbourhood forum areas: Dover Town, Dover West, Sandwich and Deal & Walmer. Applications that meet the assessment criteria will be put forward to a panel made up of local community representatives, who will decide which projects receive You Decide Grant Funding. Applicants can apply for capital funding via this scheme.

The following areas are covered under each Neighbourhood Forum area:

Neighbourhood Forum	Areas covered	Funding Available via You Decide Panel
Deal & Walmer	Middle Deal, Mill Hill, North Deal and Walmer.	Capital projects only
Dover Town	Buckland, Castle, Maxton, Elms Vale and Priory, St. Radigunds, Town and Pier, Tower Hamlets	Capital projects only
Dover West	Alkham, Capel-le-Ferne, Denton with Wootton, Hougham Without, Lydden, Shepherdswell with Coldred, River, Temple Ewell and Whitfield	Capital projects only
Sandwich	Ash, Eastry, Goodnestone, Preston, Sandwich, Sholden, Staple, Stourmouth, Wingham and Worth.	Capital projects only

For the Dover North area of the Dover District there is a separate scheme and therefore a separate application. Please contact Kirsty Ash (Kirsty.ash@dover.gov.uk) at Dover District Council or Shuna Body (shuna.body@dover.gov.uk) at Kent County Council for more information or visit Dover District Councils 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 DDC Cabinet.

How does it work?

Applicants can apply for a grant between **£500 and £1,000** 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 a panel of local community representatives on the dates outlined below. At the panel meetings, each application will be discussed by the panel before members score each project to decide which will receive funding. You will be informed by **Friday 17 October 2014** if your application has met the assessment criteria and will be going forward to the You Decide panel.

Dates of the panel meetings are as follows:

Area	Date	Time applicant must be available to answer any queries via telephone
Dover Town	Friday 28 November 2014	09.30 – 12.30
Dover West	Friday 5 December 2014	09.30 – 12.30
Sandwich	Friday 12 December 2014	09.30 – 12.30
Deal & Walmer	Friday 19 December 2014	09.30 – 12.30

The You Decide panel may have questions on the day about your project relating to what the project is, what it aims to achieve, costs involved and the community benefit it will bring. Therefore the applicant will need to be available on the telephone during the appropriate panel meeting so that any queries can be answered. If the applicant is unavailable to respond to a phone call unfortunately your application will not be considered for funding.

A maximum of 25 applications will be put forward to each You Decide panel meeting. If the number of acceptable applications exceeds 25 then applications going forward to the panel 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 relevant forum 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 discussions about each project the panel members will score each project out of 10 against various criteria. The scores will then be added up and the projects ranked in order of those receiving the highest scores. 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. You will be informed if you have been successful on the day of the panel meeting.

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

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), political party 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 costs associated with the project only.

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

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 £1,000. 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 the neighbourhood forum area that you are applying to and must 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. Applications will not be put forward to a panel. 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 kirsty.ash@dover.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, 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 DDC Community Engagement Officer will then contact each applicant by Friday 17 October 2014 to advise if their application has successfully met the criteria. These applications will be put forward at a You Decide panel meeting. Dates for panel meetings are outlined below.

Area	Date	Time applicant must be available to answer any queries via telephone
Dover Town	Friday 28 November 2014	09.30 – 12.30
Dover West	Friday 5 December 2014	09.30 – 12.30
Sandwich	Friday 12 December 2014	09.30 – 12.30
Deal & Walmer	Friday 19 December 2014	09.30 – 12.30

Step 3: Applicant is available to answer any queries from the panel on the date specified above. Following discussion and scoring, the recommended projects will be put forward and the applicants informed that same day.

Step 4: Formal offer letters will be sent out to successful applicants following 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. DDC 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 DDC 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: DDC will publicise all 'You Decide' successful projects. As a condition of the grant, DDC would expect you to publicise your project and the source of funding. Your local 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.

Dover District 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 Dover District 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 DDC 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