

# North Norfolk Sustainable Communities Fund



## Guidance Notes - Application Form Grants Under £1,000

July 2020

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Back of Front Cover

These guidance notes are to help you complete the small grant application form for the North Norfolk Sustainable Communities Fund. The Grants Panel will make its decision based on the information provided in the application. It is important that you provide all relevant information. Only applications that are fully completed and accompanied by all supporting documentation will be accepted.

***Prior to submitting an application please contact Sonia Shuter on 01263 516173 to discuss your proposed project or email [supporting.communities@north-norfolk.gov.uk](mailto:supporting.communities@north-norfolk.gov.uk)***

1. The organisation name should be the same name as appears on your governing document and bank statements.
2. **Contact Details**
  - a) The main contact person is the person who is completing the application form, who can answer questions about the organisation and the grant application. They should also have the authority to make the application on behalf of the organisation, sign the declaration on the application form and ideally a bank account signatory.
3. **The Organisation**
  - a) If you are a local charity or national charity please remember to provide your charity number or registration number. This information is needed to ensure that the organisation is eligible to apply for a grant. Please refer to the “Who would be eligible to apply?” section in the Prospectus. A copy of the organisation’s governing document must be included with the application form.
  - b) If the organisation is part of a larger regional or national charity please tell us which one and whether the local organisation has independent control of its finances and is able to make decisions locally. Regional and national charities may still be eligible to apply if the application is to deliver a specific project in North Norfolk.
  - c) Please tell us what the main aims of the organisation are, what is its main focus e.g. ‘we manage the village hall to provide a facility that is available to the local community’. Please provide details of how the organisation is run e.g. Council of elected / co-opted members, Management Committee, Board of Trustees.
4. **Previous Grants**
  - a) Please tell us if the organisation has received any other grants from North Norfolk District Council? These could be from the North Norfolk Big Society Fund, Arts & Culture, Community Transport, Sandscaping Community Funds or even a small business grant and need not be for this project.
  - b) If the answer to 4a is yes, please tell us the name of the fund.
  - c) Please let us how much you were awarded.
  - d) Please let us know the month and year that you were awarded the grant? This could be different to the date it was released as there may have been a delay in meeting any specific conditions.
  - e) Can you provide a brief explanation for what the grant was used for? Please tell us what was goods were purchased, or if it was used towards purchasing a service, what service was provided.
5. **The Project**
  - a) Please look at the North Norfolk District Councils Corporate Plan and tell us under which area of the plan your project relates to? A copy of the corporate plan can be found on our website at [www.north-norfolk.gov.uk/tasks/performance-and-risk/view-the-corporate-plan/](http://www.north-norfolk.gov.uk/tasks/performance-and-risk/view-the-corporate-plan/)
  - b) Please tell us the name of the project for which you are making the application and clearly describe the overall purpose of the project and the new or improved activities or services it will provide. Include whether the project is to be completed in phases and identify how it

will meet the focus of the fund, this can be found in the North Norfolk Sustainable Communities Fund prospectus at [www.north-norfolk.gov.uk/tasks/nnsfc](http://www.north-norfolk.gov.uk/tasks/nnsfc)

- c) Please explain how the organisation knows that this project is wanted or needed by the community? Have people been consulted? This could be in the form of questionnaires, Parish Plans, surveys, public meetings etc.

## 6. Project Costs

- a) Please let us know what the overall cost of the Project is, this will include the amount that you are applying for.
- b) Please let us how much are you applying for, the maximum funding available for a project is £1,000. The fund is likely to be heavily oversubscribed so be realistic about what you need. It is expected that at least 10% of the total project cost will come from match funding.  
Please tell us if you are able to recover VAT. Do NOT include any contingency funding.
- c) Please give us details on how you intended to secure the additional funding, will it come from the organisation or as a result of applications made to other funding organisations? Tell us the name of the Fund you applied to, the amount requested, amount awarded; if you are waiting to hear the outcome of an application, the date a decision will be known.

## 7. Sustainability

- a) Please describe how the project will help build strong and sustainable communities, taking into consideration how it will meet the diverse needs of the community, is sensitive to their environment and contributes to a high quality of life
- b) Please let us know if the project will continue once our funding ends.
- c) If applicable, please let us know how the project will be funded in the future, will it be self-sustaining or will you need to seek funding from other sources or apply to other funds for the project to continue.

## 8. Measuring and Monitoring

Please tell us how you will measure the outcomes (difference) the project will make? This could be for example the number of people who will benefit from or use a service, the number of people volunteering and getting involved in their community, specific issues or needs identified by communities could be addressed.

Please tell us how you plan to monitor your project's outcomes and the difference it will make, this could be increased income generated, reduced running costs, increased usage/footfall or the project developed further to meet identified needs or issues.

## 9. Publicising and Promoting

Please explain how you intend to publicise the project, how will you let people know about the project, particularly those not currently involved or aware of it? Guidance and support will be available to successful projects to help them publicise their projects

Please explain how you will promote the project. Projects must acknowledge the North Norfolk Sustainable Communities Fund in publicity and at any launch or publicity event. The Prospectus provides information on branding; the Grant Terms and Conditions will provide specific details in respect of each individual project.

10. Have you discussed the application with someone in the North Norfolk District Council? Ideally, this person will be someone from the Health & Communities team. It is important that you do this prior completing the application to ensure that the organisation meets the criteria for applying to the fund and the fund covers what the organisation wants to use the funding for.

Our contact details are 01263 516173 / 516248, alternatively email [supporting.communities@north-norfolk.gov.uk](mailto:supporting.communities@north-norfolk.gov.uk) with a brief description of the organisation, what it does and what the application would be for. Please ensure you include your contact details in case we need to speak to you.

## Bank Details

- The bank account must be in the name of the organisation and cannot be in the name of an individual.
- The bank account must have signatories from at least 2 unrelated people with the authority to sign on behalf of the organisation for all transactions.
- Name of Organisation – this must be the name as it appears on the bank account / statements.
- Name of Bank / Building Society – this is the name of the bank / building society where the account is held.
- Branch Address of Bank / Building Society – this is the address of the local branch that the organisation uses, not the head office address.
- The sort code is a 6 figure number made up of three sets of 2 digits separated by a dash.
- The account number is an 8 figure number. Any zeros at the beginning of any numbers must be included as form part of the 8 figure account number.

## Supporting Documentation

The supporting documentation checklist has been included to help both you and us and forms part of the complete applications pack.

- The application form must be signed by hand by the person completing the application form, this is usually the main point of contact.
- The independent referee form must be hand signed by referee. The referee can be someone who is fully aware of the project but not connected to it.  
Note - An elected member of the district council can be a referee, however an officer from the council cannot.
- Constitution / Governing document. We request this document to support and expand on the answers you have provided in question 3.
- Accounts – we request these to help support the answers you provided in questions 6 and 7
- Bank statement – this is requested to support information completed under the Bank details sections.
- Policies – these are requested to show that the organisation meets relevant legislation.
- Evidence of community consultation / support for project – this is requested to show that the idea for the project has come from what the community wants and not from what is thought to be needed.
- Photos – photos are asked for to give the panel of the condition of the venue, facility or equipment of the project requesting funding to support why it is needed.  
Note – photos will be requested as part of the End of Grant report to show the difference the funding from the North Norfolk Sustainable Communities Fund has made

## Declaration

This is to be signed by the person completing the application form. They are signing to say that the organisation has the legal power to set up and deliver the project, they have the authorisation to sign on behalf of the organisation, the information they have provided is true and nothing that could be misleading has been withheld information, and that all supporting documentation is included along with the application form

## Additional Notes

Please tell us if you have additional supporting information that you feel is relevant to the application and consider the Panel would benefit from knowing.