

# North Norfolk Sustainable Communities Fund



## Guidance Notes - Application Form Grants £1,000 to £15,000

July 2020

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These guidance notes are to help you complete the main 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 Sharon Garth on 01263 516248 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.
- b) The second contact should be someone who can answer questions about the organisation and the grant application. This person should have different contact details in case the main contact is unavailable.

## **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.
- d) Please say approximately how many people are directly involved with the organisation either as members', volunteers or in some other capacity?
- e) Please tell us what does the organisation do, how does it meet the aims of the organisation e.g. the type of services or activities the organisation provides.
- f) What geographical area in North Norfolk does the organisation cover? This may not only be the geographical location where the organisation is base but where it delivers or provides services in North Norfolk.

## **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 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 was it 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/nnsf](http://www.north-norfolk.gov.uk/tasks/nnsf)
- 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.
- d) Please explain what changes (outcomes) the project will achieve, organisation's will be asked to consider how their proposed project could reduce its carbon footprint through the use of local businesses, products made from recycled materials and the establishment of additional services or groups that reduce the need for people to travel,
- e) Please explain what will change as a result of the project e.g. increase in revenue, reduced running costs, new or wider choice of activities, less social isolation
- f) Please tell us who will benefit from the project, is the project aimed at specific groups of people e.g. children, adults, those with health issues, tell us the age ranges and how many in each specific group you expect to benefit.
- g) Please let us know how many people will benefit from the project. This could range from 20 to 200 people.
- h) Please describe how these people will benefit from the problem.
- i) Please give us a date when the project is likely to start, is the start date flexible or fixed. If the date is fixed please give a brief reason why e.g. to meet the conditions of another funder, to coincide with the start of the academic year
- j) Please let us know where in North Norfolk will the project take place i.e. village, parish or across the district.

## **6. Project Costs**

- a) Please give details of the specific activities / services (outputs) that the grant would be used for. This is particularly important if the total cost of the project is greater than the amount of grant being applied for from the Fund.
- b) Please let us know what the overall cost of the Project is, this will include the amount that you are applying for.
- c) Please let us how much are you applying for, the maximum funding available for a project is £15,000. 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.  
You will be required to provide us with 2 written quotes for work, goods or services you are requesting funding for. These quotes MUST be on company headed paper; email quotes will be accepted providing they include the company name, address and logo. Please tell us if you are able to recover VAT. Do NOT include any contingency funding.
- d) Please give us details how you intended to secure the additional funding, will it come from the organisation or from applications made to other funding organisations? Tell us the name of the Fund you applied too, 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**

- a) 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.
- b) 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**

- a) 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
- b) 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 from the Health & Communities team at North Norfolk District Council? 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 application wants to use the funding for.
- Our contact details are 01263 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 the 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.
- Quotes – We will expect to be included 2 quotes for like for like items. These must be on company headed paper, include a breakdown for each item and say if the figure is inclusive or exclusive of VAT. The only time we will accept one quote will be if application is for a specialised item or service that is only available from one source. Email quotes will be excepted if the goods are to be purchased online provided they show the logo and website address / hyperlink.
- Evidence of community consultation / support for project – this is requested to demonstrate that the idea for the project has come from what the community wants and not from what is thought to be needed.
- Planning permission / Lease agreement – if the application is for example to build / increase the size of a building a copy of the planning permission must be received. If planning permission has been applied for but the outcome is not known please let us know as if the application is successful it could be conditional on any permission being granted. If the application will include erecting equipment on a piece of land or changes made to a building not owned by the organisation we will expect to receive a copy of a lease agreement between the owner and the organisation with at least 5 years remaining.
- Photo's – photos are asked for to provide the panel with an idea of the venue, facility or equipment of the project requesting funding and 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