

# Local Funding Grant Guidance

## What can a Local Funding grant be used for ?

- Funding for a community event, activity, or project.

## How much can I apply for to fund a community event, activity or project?

Each group can apply for between £50 and £1400 for a community event, activity or project. **(This is for a community event, activity or project per financial year).**



Although applicants may apply for a specific amount, there is no guarantee that the requested amount will be granted.

The maximum amount has been increased to take into account that groups may be applying for Insurance costs.

### Who can Apply?

- ✓ Voluntary and community groups including local charities
- ✗ We cannot fund individuals

#### Groups must have:

- ✓ a bank account in the name of that group, or provide details of an organisation prepared to act on your behalf to manage any money awarded.
- ✓ A governing document to demonstrate they are a community group (this could be a constitution, a memorandum and articles of association).

## What can Local Funding cover?

The funding covers:

- ✓ Community events, activities or projects
- ✓ Projects which benefit local Sutton residents within a [Local Committee area](#)
- ✓ Projects where there is an identified local need or gap
- ✓ Insurance for events (including public liability insurance)
- ✓ Costs for guest speakers under £250
- ✓ Projects must be within the Borough. For example, projects by national charities are not eligible
- ✓ Events must take place within 12 months of receiving funding
- ✓ A maximum of 20% of awarded grants can be put towards food/drink costs
- ✓ Community events that are free for residents to attend are encouraged

## What are some examples of things that could be funded?

Activities or projects which have received funding so far have included:

- One-off startup costs to create a wellbeing group
- One-off events such as community fun day materials, prizes etc
- Publicity or merchandise to advertise a project, group or event
- Public Liability Insurance

## What kinds of things are NOT covered by Local Funding

The community events, activities and projects funding programme does not cover:

- ✗ Activities where a statutory agency would normally cover the cost
- ✗ Local authority initiatives
- ✗ School projects and events
- ✗ Salary and running costs (E.g. building costs, ongoing IT costs, electricity, gas)
- ✗ Volunteer expenses
- ✗ Loans or interest payments
- ✗ Legal expenses
- ✗ Training costs -e.g first aid courses,
- ✗ Temporary Event Notices
- ✗ Paying for guest speakers at an event over £250
- ✗ Projects that promote private interests
- ✗ Projects or events that are run for profit or are run by private companies, groups with commercial interests

- ✘ Projects that promote religion
- ✘ Projects associated with political parties, lobbying, or campaigning
- ✘ Projects or events that have already taken place

## When do I need to apply?

The funding window opens in the Spring and information will be available ahead of the funding window opening date. Applications will not be considered outside this window.

Please note that applications cannot be submitted after an event has already taken place.

## How do I apply?

During the application window, you can apply via our application form. Outside of the application window, the form is closed to responses.

If you have problems filling out the form, please get in contact with the [Community Engagement Team](#) and we can assist.

## What documents are needed as part of my application

Organisations **must** have a governing document to receive funding. This could be:

- A constitution
- A memorandum and articles of association
- A set of guiding principles or set of rules
- A terms of reference document

You will need to provide **both** your governing document and organisation bank account details if you are successful in your funding application.

**Please note, this must be a group/business bank account. We cannot provide funding payments into individual accounts.**

For assistance with becoming a constituted group contact Community Action Sutton:

<https://www.communityactionsutton.org.uk/about-us/contact-us/>

020 8644 286 enquiries@communityactionsutton.org.uk

Depending on who your activity/project is aimed at we may also request other documents, for example, a safeguarding policy if you are working with children or vulnerable adults.

### **How are applications approved**

Applications are reviewed for approval by councillors in the Local Committee area where the project, activity, or events will take place. You will find a list of ward councillors on the [Sutton website](#).

### **If I am successful, what happens next**

You will be contacted to confirm the organisation's bank details and asked to sign a funding agreement form. The funding must be spent within 12 months of receiving the funds.

## **Your information**

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you consent, to send you marketing or newsletter information. We will not share your information with other organisations for marketing purposes unless legally required to do so.

## **Promotion**

It is a condition of grant applications that Sutton Council may use information and photos from the activities funded by grants in marketing and publicity material for promotional purposes (with the consent of any individuals shown/named in the materials). We strongly encourage all applicants to collect visual material (photo and video) from their projects where appropriate. We welcome working with the applicants to demonstrate the positive impact your work has had on local people.

## **Project Evaluation- Completion Report**

We will provide you with a completion report template to be completed within 2 months of the event/project. This enables you to show the difference your project has made. **This information must have been received by Sutton Council before a group applies for another grant.** Receipts and invoices will need to be submitted at the same time to evidence the project or event cost.

## **Get in contact with us:**

If you have any questions or would like to discuss a proposal prior to making an application, please contact [Community Engagement Team](#)

