# WARWICKSHIRE COUNTY COUNCIL
# Councillors' Grant Fund 2019-20

The Warwickshire County Council Councillors' Grant Fund is aimed at community and voluntary organisations. The Fund provides each of the County's 57 Councillors with a pot of £6000 to support small-scale projects within their division that support the following outcomes:

- Warwickshire's communities and individuals are supported to be safe, healthy and independent;
- Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure.

# Deadline for applications is Friday 7th June 2019
(This grant fund uses an online application process)

**Please note that a separate scheme will be launched later this year for Warwick District. However, Voluntary & Community Groups can apply for funding through the Warwick District Community Forum Grant scheme.  More information can be found on www.warwickshire.gov.uk/grants.**

To submit an application and see the full set of guidance notes, please visit:
www.warwickshire.gov.uk/cllrgrants

To support groups considering applying to this grant fund, the WCC Area Team and Warwickshire Community and Voluntary Action (WCAVA) are jointly holding a series of funding workshops and drop-in sessions across the county. Applicants are encouraged to attend and details are outlined below. These sessions will include info on eligibility of projects, advice on completing a funding application, & signposting to other funding or support sources.

| Area | Workshops/Drop-Ins Details |
|---|---|
| **Stratford** | Wednesday 15th May from 5–7pm at Stratford Methodist Church (Old Town, Stratford-upon-Avon CV37 6BG)<br>***Book via https://ccgf2019-stratford-workshop.eventbrite.co.uk.*** |
| **Rugby** | Monday 13th May from 11am-1pm at Maia Café at Rugby Library (Little Elborow St, Rugby, CV213BZ)<br><br>Tuesday 21st May from 2-4pm at Brownsover BREW café at Christ Church (2 Helvellyn Way, CV21 1QG)<br><br>Friday 24th May from 12–2pm at Mosaic Café (14 Main St, Rugby, CV22 7NB)<br><br>***Email jennifermccabe@warwickshire.gov.uk to confirm your attendance.*** |
| **Nuneaton and Bedworth** | Wednesday 29th May from 2:30-4:30pm<br>St Nicholas Church Community Centre (Vicarage St, Nuneaton, CV11 4AZ)<br>**Book via https://wcc-cgfw-nuneaton-may-2019.eventbrite.co.uk.**<br><br>Wednesday 29th May from 6:30-8:30pm<br>Old Meeting URC Church (Leicester St, Bedworth CV12 6AH)<br>**Book via https://wcc-cgfw-bedworth-may-2019.eventbrite.co.uk.** |
| **North Warwick-shire** | Tuesday 14th May from 9:30-11am at Hartshill Community Centre (Church Rd, Hartshill, Nuneaton, CV10 0LY)<br><br>Monday 20th May 11am-12pm at Polesworth Memorial Hall (20 Bridge St, Polesworth, Tamworth B78 1DT)<br><br>Thursday 23rd May 10am-12pm at WCAVA Office (Community House, Coleshill Road, Atherstone, CV9 1BN)<br><br>Friday 24th May 10am-12pm at Coleshill Library (19A Parkfield Rd, Coleshill, Birmingham, B46 3LD)<br><br>***Email loriharvey@warwickshire.gov.uk to confirm your attendance.*** |

**For more information please contact the Area Team via the contact details on our webpage at https://www.warwickshire.gov.uk/cllrgrants.**

# WARWICKSHIRE COUNTY COUNCIL
# COUNCILLORS' GRANT FUND 2019/20
## GUIDANCE NOTES

> **Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Councillors' Grant Fund.**

## Deadline for applications:
## Friday 7th June 2019

The Warwickshire County Council Councillors' Grant Fund is aimed at community and voluntary organisations. The Fund provides each of the County's 57 Councillors with a pot of £6000 to support small-scale projects within their division that support the following outcomes:

- Warwickshire's communities and individuals are supported to be safe, healthy and independent
- Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure

All applications should aim to build community capacity and improve the health and wellbeing of people living in Warwickshire. In particular, applications which address one or more of the following priority categories will be favoured:

- o Improve community assets and their sustainability
- o Improve access to services
- o Improve financial capability
- o Reduce loneliness and isolation
- o Improve health and wellbeing

2019 is the year of Health and Wellbeing across Coventry and Warwickshire. Click on the link below to find out more.

https://www.bettercarecovwarks.org.uk/year-of-wellbeing-2019/

## 1. Who can apply?

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils
- ✓ Schools, if applying as a PTA or 'Friends of' group

## 2. Who cannot apply?

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council's Locality Working Service
- ✗ Party Political/lobby groups
- ✗ Individuals
- ✗ It is unlikely that applications from statutory organisations will be supported, with the exception of applications from town and parish councils.

## 3. What will not be funded by the grant fund?

- ✗ Projects that promote religious or party political beliefs
- ✗ Projects for personal profit or personal gain
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✗ Loans or debt repayments
- ✗ Activities that are part of statutory obligations
- ✗ Running costs of an established group or activities which are that groups main service
- ✗ Existing contractual arrangements with WCC

**All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; and safeguarding.**

## 4. Application Process

a) Applications should be submitted using the online application form found on our webpage https://www.warwickshire.gov.uk/grants.

b) Please fill in the application from carefully, bearing in mind the following:
   - Pay careful attention to the questions that are being asked, and to the scoring criteria. In order to score highly, your application will need to provide clear evidence that it meets the stated criteria.
   - Applicants should submit evidence of cost (eg. quotes) where appropriate.
   - Applicants are free to submit any additional information they wish in support of their application.
   - Applicants are <u>required</u> to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done).

c) Applicants are welcome to discuss their project idea with the local Area Team (contact details in Section 7). For help with completing your application form, applicants are encouraged to attend the workshops/drop-in sessions (see details in Section 5 below). You can also contact your local Warwickshire Community and Voluntary Action (WCAVA) office as per the details on their website.

d) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date.

e) You will receive an automatic acknowledgement of your application – please also check your spam. **This is your copy of the application form so please remember to save it.**

f) All applications will be assessed against the scoring criteria as outlined in Section 6 and will be considered by the relevant County Councillor(s) before grant awards are made.

g) We will endeavour to inform all applicants of the outcome of their application within approximately 8 weeks of the deadline date.

h) Successful applicants will be duly notified of arrangements for receipt of funding.

i) Within 6 months to 1 year of funding receipt, all successful applicants will be required to complete a simple monitoring report on the impact of their project.

# WARWICKSHIRE COUNTY COUNCIL
# COUNCILLORS' GRANT FUND 2019/20
## <u>GUIDANCE NOTES</u>

## 5. Help and Support

Warwickshire Community and Voluntary Action (WCAVA) are holding a series of funding workshops and drop-ins to support groups or organisations considering applying to this Grant Fund. This will include providing guidance on: eligibility of projects, advice on completing a funding application and signposting to other funding or support sources. **Applicants are encouraged to attend one of the workshops/drop-ins detailed below.**

WCAVA provide general advice and support to Third Sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements.

| District / Borough | Workshop/Drop-In Details |
|---|---|
| **Stratford** | Wednesday 15<sup>th</sup> May from 5–7pm<br>Stratford Methodist Church (Old Town, Stratford-upon-Avon CV37 6BG)<br><br>**Book via https://ccgf2019-stratford-workshop.eventbrite.co.uk.** |
| **Rugby** | Monday 13<sup>th</sup> May from 11am-1pm<br>Maia Café at Rugby Library (Little Elborow St, Rugby, CV213BZ)<br><br>Tuesday 21<sup>st</sup> May from 2-4pm<br>Brownsover BREW café at Christ Church (2 Helvellyn Way, CV21 1QG)<br><br>Friday 24<sup>th</sup> May from 12–2pm<br>Mosaic Café (14 Main St, Rugby, CV22 7NB)<br><br>**Email jennifermccabe@warwickshire.gov.uk to confirm your attendance.** |
| **Nuneaton and Bedworth** | Wednesday 29<sup>th</sup> May from 2:30-4:30pm<br>St Nicholas Church Community Centre (Vicarage St, Nuneaton, CV11 4AZ)<br>**Book via https://wcc-cgfw-nuneaton-may-2019.eventbrite.co.uk.**<br><br>Wednesday 29<sup>th</sup> May from 6:30-8:30pm<br>Old Meeting URC Church (Leicester St, Bedworth CV12 6AH)<br>**Book via https://wcc-cgfw-bedworth-may-2019.eventbrite.co.uk.** |
| **North Warwickshire** | Tuesday 14<sup>th</sup> May from 9:30-11am at Hartshill Community Centre (Church Rd, Hartshill, Nuneaton, CV10 0LY)<br><br>Monday 20<sup>th</sup> May 11am-12pm at Polesworth Memorial Hall (20 Bridge St, Polesworth, Tamworth B78 1DT)<br><br>Thursday 23<sup>rd</sup> May 10am-12pm at WCAVA Office (Community House, Coleshill Road, Atherstone, CV9 1BN)<br><br>Friday 24<sup>th</sup> May 10am-12pm at Coleshill Library (19A Parkfield Rd, Coleshill, Birmingham, B46 3LD)<br><br>**Email loriharvey@warwickshire.gov.uk to confirm your attendance.** |

# WARWICKSHIRE COUNTY COUNCIL
# COUNCILLORS' GRANT FUND 2019/20
## GUIDANCE NOTES

All applications will be scored out of a total of 18 points against the following criteria, based on the information you provide in your application form.  Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

| Criteria | Maximum Points |
|---|---|
| 1. Project clearly demonstrates how it builds community capacity. | 2 |
| 2. Project clearly demonstrates how it improves health and wellbeing. | 2 |
| 3. Evidence that the project meets one or more of the priority categories for the Cllrs Grant Fund:<br>• Improve community assets and their sustainability<br>• Improve access to services<br>• Improve financial capability<br>• Reduce loneliness and isolation<br>• Improve health and wellbeing | 2 |
| 4. Evidence of need for the project from within the local community and evidence that the community has been involved in shaping the project. | 2 |
| 5. Projects that can demonstrate they are working effectively with other organisations. | 2 |
| 6. Evidence that the project will provide a direct benefit to the local community within the division in which the funding has been applied for. | 2 |
| 7. Evidence that the project will provide a lasting benefit to the local community, and that the project can be continued after the Cllrs Grant Fund funding has been used. | 2 |
| 8. Evidence that volunteers will be directly involved in the delivery of the project and explanation of how volunteers will be recruited, managed and retained. | 2 |
| 9. Evidence of match funding *(none/pending/secured)*.<br>*(Please note: this can include volunteer time, costed at £7.25/hr)* | 2 |

| Scoring  range | | |
|---|---|---|
| **Criterion not met = 0 points** | **Criterion partially met = 1 point** | **Criterion fully met = 2 points** |

a)  The maximum score for applications is 18 points.
b)  The benchmark score is 10. Applications scoring 9 or less are unlikely to be awarded.

# WARWICKSHIRE COUNTY COUNCIL
# COUNCILLORS' GRANT FUND 2019/20

# GUIDANCE NOTES

## 7.  Area Team – Local Contact Details

Details of all Warwickshire County Councillors and the divisions they represent can be found on the WCC website at www.warwickshire.gov.uk/councillors.

If you are unsure which area your project will benefit, please contact the Area Team using the contact details below.

| District / Borough | Localities and Communities Officer | Contact details |
|---|---|---|
| **Stratford** | Amanda Wilson-Patterson | amandawilsonpatterson@warwickshire.gov.uk <br> 07780 995817 |
| **Warwick** | Alistair Rigby | alistairrigby@warwickshire.gov.uk <br> 07881 920605 |
| **Rugby** | Jennifer McCabe | jennifermccabe@warwickshire.gov.uk <br> 07887 650641 |
| **Nuneaton and Bedworth** | Mike Slemensek | mikeslemensek@warwickshire.gov.uk <br> 07557 814937 |
| **North Warwickshire** | Lori Harvey | loriharvey@warwickshire.gov.uk <br> 07827 284406 |
| **www.warwickshire.gov.uk/getinvolved** | | |

**If you require this information in a different format, please contact us by email on funding@warwickshire.gov.uk.**