



Grant Aid Policy for Voluntary and Community Sector Organisations

This document is available on request in the following alternative formats: Braille, large print, audio tape and other languages.

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Equality and Diversity Statement

Both as an employer and provider of services Chelmsford Borough Council positively embraces its social and legal responsibilities to ensure equality of opportunity and access for all, regardless of individual physical or social characteristics. The Council also recognises the inherent benefits to stakeholders and the wider community of progressing beyond the fundamentals of equality to actively encouraging diversity.

Our Vision

The Council provides a number of grants in support of the following statement:

‘To engage with the voluntary and community sector to enable improvements to quality of life for residents of the Borough as envisaged in the Community Plan, providing, if appropriate, support to organisations and individuals through a transparent process of community support and grant schemes.’

Definition of a “grant”

For the purposes of this policy, a “grant” is defined as ‘the giving of money or benefits on a discretionary basis to improve community well-being in accordance with the Council’s priorities and those of the Community Plan’.

Eligibility Criteria for Applicants of all Grants

Applicants for any Council scheme must be able to demonstrate how their organisation or project supports one or more Themes and Priorities of the Chelmsford Community Plan and the Chelmsford Borough Council Corporate Plan; listed at the end of this document.

The Council welcomes applications from the following organisations:

- Community and voluntary organisations
(a wide range of organisations including charities, social enterprises, residents associations etc.)
- Parish Councils
(must demonstrate that they have considered raising funds through the precept (i.e. local tax) instead)
- Schools
(must demonstrate that the project is of wider community benefit and is not something that should be funded by the Local Education Authority instead)
- Faith Groups
(religious/belief based groups e.g. churches, mosques etc. may apply but must demonstrate that the project is of wider community benefit and does not involve the promotion of religion or belief)

Applicants for any Council scheme must:

- Be non-profit making.
- Have a Constitution or Set of Rules and be able to provide an Annual Financial Statement (audited where appropriate) or Annual Report (unless it is a new organisation in its first year of development).
- Operate for the benefit of all or part of the Chelmsford Borough, and its inhabitants
- Where applying for funds for building, extensions, repairs or any other such works on land or property, provide details to show that they have secured the relevant permissions, including planning permission where appropriate.
- Provide quotations for any capital items or works.
- Provide details to show that other funding has been actively sought.
- Hold appropriate insurance for their activities.
- Provide all the support documents requested on the application form.

The Council **will not** fund:

- Retrospectively – i.e. will not fund projects which have already taken place or meet costs of capital items which have already been purchased
- Projects, which promote religious or political beliefs.
- Individuals.

Grant conditions for all successful applicants

- The grant can be only used for those activities described in the application.
- Outputs from the project must be agreed with the Council before the project commences.
- The grant award shall remain valid only for the period for which it has been awarded.

- Organisations must pay due regard to the health and safety and welfare of workers, volunteers and clients.
- Organisations must pay due regard to legislation around equality and diversity.
- Council support is to be clearly acknowledged following the Council's guidelines, on all suitable printed material, signage, etc using the official corporate logo when applicable and subject to prior approval.
- The Council's Funding Strategy Officer will be notified of launches/opening events the Annual General Meeting and other relevant events.
- If the project does not work towards achieving the aims stated in the agreement, the Council may, at its discretion and with appropriate notice, make no further payment.
- Information on the use of the grant and activities of the recipient organisation will be requested by the Council.

Full Cost Recovery

The Council will award, core, capital and/or project costs and endorses the principles of Full Cost Recovery in awarding grant aid.

'Full Cost Recovery means recovering or funding the full costs of a project or service. In addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organisation. For example, adequate finance, human resources, management, and IT systems, are also integral components of any project or service.'

The full cost of any project therefore includes an element of each type of overhead cost, which should be allocated on a comprehensive, robust, and defensible basis' (ACEVO)

The Compact

In addition, the Council will be taking into account the guidelines laid out in the funding section of Working Together, A Compact for the Communities of Chelmsford.

Offer letters

Successful applications will receive an offer letter. The letter gives details of the amount awarded and outlines the terms and conditions attached to the award.

Measuring and Celebrating Success

Monitoring arrangements will be specified in the offer letter or Service Level Agreement. These will be tailored specifically to the organisation/ project and may involve written reports, feedback from service users and monitoring visits to a sample number of funded organisations.

Failure by the grant recipient to provide the requested information may result in a requirement to repay the grant to the Council.

Success of the organisation in delivering its service or project as a result of grant aid will be measured and celebrated. The Council will promote the success of grant applicants in relation to their grant award.

Strategic Fit

Projects requesting funding must contribute in some way to one or more of the following plan themes and priorities. The headings given here provide an overview; please look at the documents in full for more detailed information. Details of how to view or obtain copies are given on the last page.

Chelmsford Community Plan Themes

Our Community is:

1. Healthy and Active
2. Socially Inclusive
3. Thriving
4. Nurturing the Environment
5. Well Connected

Chelmsford Community Plan Cross Cutting Themes

- Tackling Deprivation
- Utilising Culture
- Embracing Equality and Celebrating Diversity
- Valuing Young People
- Valuing Older People

Chelmsford Borough Council - Corporate Strategic Themes and Priorities

Excellent customer services

- Putting customers at the heart of our work
- Strengthen capacity to continually improve services

Renaissance

- Adopt the Local Development Framework to help deliver the Council's spatial vision
- Expand retail, leisure, sport, parks, heritage and cultural opportunities
- Secure investment to deliver future infrastructure

Social inclusion

- Embrace equality and celebrate diversity
- Tackle deprivation in the wards of North West Chelmsford
- Provide housing that meets local needs
- Maintain a safe community

Value for money

- Make best use of our resources
- Innovate through new approaches to service delivery
- Strengthen partnership working

Environment

- Maintain high quality public places
- Reduce the impact of climate change on the Borough
- Increase recycling rates and reduce waste

Further information

The **Community Plan** for the Borough of Chelmsford can be obtained from www.futurechelmsford.co.uk, alternatively if you would like a hardcopy of this document please call 01245 606491.

Chelmsford Borough Council's **Corporate Plan** Strategic Themes and Priorities are taken from the Corporate Plan, details of which can be obtained at www.chelmsford.gov.uk under 'Your Council' and 'Council Strategies and Documents' or a hardcopy can be requested from:

*Chelmsford Borough Council, Civic Centre, Coval Lane, Chelmsford,
Essex, CMI IJE Tel: 01245 606606*

Further information on **full cost recovery** may be obtained from ACEVO (Association of Chief Executives of Voluntary Organisations) at www.fullcostrecovery.org.uk

For further information relating to **constitutions** for community and voluntary groups please contact Chelmsford CVS on 01245 351888 or email info@chelmsfordcvs.org.uk.

Further information on Working Together, A Compact for the Communities of Chelmsford can be obtained at www.chelmsford.gov.uk or from:

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