

Dartford Community Grants Fund

Guidance for Applicants

DARTFORD
BOROUGH COUNCIL

Dartford Borough Council
Civic Centre, Home Gardens
Dartford, Kent DA1 1DR
Tel: 01322 343434
Web: www.dartford.gov.uk

Please read the following notes carefully before completing the application form. If you have any queries regarding the application process, please contact the Policy & Corporate Support team at Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR. Tel: (01322) 343351. E-mail: grants@dartford.gov.uk

What are the Fund's priorities?

Funding will be available for projects that fit the following objectives:

- **Sporting Provision**
We will support projects that
 - Promote excellence
 - Reach new audiences or
 - Work towards improving club standards, e.g. gaining accreditation, training
- **Young People**
We will support projects that
 - Provide new or expand upon positive activities which directly benefit young people (aged 25 or under)
- **Older People**
We will support projects that
 - Provide new or expand upon current services or activities which directly benefit older people

Closing date: Wednesday 29th February 2012

Who can apply?

You can apply if you are a 'not for profit' registered charity or community group with a constitution, management structure, bank account and staff/volunteers delivering services to Dartford's residents.

How much is available?

The most we will award for any application is £3000 and the minimum is £500.

What you cannot apply for

If there is a genuine need for your project you can apply for oneoff costs that will help you deliver an event or service that will meet the Fund's priorities. We will not, however, fund the following:

- Religious and political groups who are looking to fund their primary purposes
- Previously successful applicants to this fund who have not submitted a self-assessment form and supporting documentation
- Individuals
- Curriculum time school activities
- Non specific donations or honoraria
- Shortfalls in running (revenue) costs for your organisation
- Ongoing and recurring revenue costs e.g. salaries, heating, lighting, rent
- Costs for projects that have already started or been delivered
- Projects where the beneficiaries are NOT Dartford residents
- Capital costs such as: building, refurbishment, repairing costs

What are the main conditions?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- A constitution or terms of reference for your organisation.
- A bank account in your organisation's name with two authorised signatories.
- All appropriate legal agreements, insurances and processes needed to deliver the proposed project/service or event e.g. relevant permissions, relevant volunteer and staff checks, health and safety assessments etc.
- Any grant you receive will be specifically for the project described in your application. It must not be used for any other purpose.
- If successful, you will be required to submit a selfevaluation form (with supporting documentation/receipts) to tell us about the delivery of your event/project. The self evaluation form must be submitted as soon as the event/project is completed and no longer than 12 months from the date of the grant approval. Failure to do so will make your group ineligible for further funding from Dartford Borough Council.
- Keep all financial records and accounts including receipts in relation to this grant approval for at least three years and these are to be made available to Dartford Borough Council with the self evaluation form. This does not override your own statutory obligations to keep records for longer periods.
- All publicity material must acknowledge Dartford Borough Council's support.

How will we assess your project?

The Grants Panel will look at:

- Your eligibility to apply
- Whether your project meets the fund's priorities
- How many people benefit
- How appropriate and realistic your budget is

When will you know if the application is successful?

Notification as to the outcome of your grant application will be made in writing by the end of March.

- Grants will not be made in retrospect. Grants will be paid out within 21 working days of the confirmation of the grant being awarded
- Groups/organisations should actively seek publicity of their project/activities, and must give recognition to Dartford Borough Council's contribution on all publicity and press material.

Any changes to the project must be notified in writing to:

Policy & Corporate Support Manager, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR

We strongly recommend that you keep a copy of your application for your records.