



BAVO COMMUNITY GRANTS SCHEME 2008-2009

Information for Grant Applicants

Please read this guidance carefully.

BAVO's Community Small Grant Scheme is funded by the Welsh Assembly Government's Community Facilities and Activities Programme (CFAP) and Bridgend County Borough Council's Special Regeneration Fund (SRF). Its aim is to help community and voluntary organisations provide facilities or purchase equipment which will assist or positively impact on the regeneration of communities.

The main purpose of the grant is to provide one-off support to organisations for specific capital items or capital related projects. There is only a small amount available for revenue and this means your application cannot have more than 25% of its total costs for revenue expenditure.

Applications are assessed competitively to ensure that the available funds can help the most deserving projects.

Funding priorities are set as follows:

- Empowering individuals and communities to engage in regeneration
- Enhancing the environment of urban areas to raise confidence and stimulate community and business activity
- Developing the opportunity for people to be involved in employment, education, training and social, cultural and recreational activities
- Projects that support the aims and targets set within Bridgend County's Community Strategy

Background

BAVO has operated a community grant scheme since April 2001 and year-on-year the scheme has been heavily over-subscribed. This means that applications that meet the above priorities will be viewed more favourably than those that don't. It does not however, guarantee your application will be successful.

Who can receive grants?

The programme is for voluntary and community groups. Your organisation must be self-governing, not profit distributing, and be for public benefit within Bridgend County. At present the eligibility of profit distributing groups e.g. Credit Unions is unclear although we are seeking guidance from the Welsh Assembly Government.



If you require funding for a building, you must be its legal owners or be able to demonstrate security of tenancy in the long term.

Funding can only be awarded for future projects/events it *cannot be retrospective*. Projects should not be started or equipment ordered etc until after any award has been made.

What types of projects can be funded ?

BAVO can help you provide facilities or carry out activities which will promote community activity by tackling the following priorities:

- Renovations of or refurbishments to buildings available to the community as a whole, or adapting them to ensure equal access to disabled people by October 2004, as required under the Disability Discrimination Act 1995.
- Acting to improve the built or natural environment for local people.
- Improving the well-being of the community by encouraging active and healthy life styles.
- Providing facilities which serve to reduce poverty, inequality, discrimination and social disadvantage.
- Supporting the growth of community businesses and social enterprises.
- Involving people of all ages and abilities in the community and addressing the needs of socially excluded groups.

How much money is available?

Grants may be awarded for a single project up to £2,500. The scheme is primarily a capital grants scheme (equipment, or projects leading to tangible item/s being developed through the grant).

Only 25% of your application total can be for revenue costs. (eg in a grant application for £2500, no more than £625 can be for revenue). That said, the scheme cannot fund ongoing staff costs, retrospective expenditure, core activities or replace funding that has come to an end from other sources.

The budget for your project should be accurate and realistic, as grants cannot be increased after approval. The panel will expect to see quotes for capital items over £300.

How can I apply?

Applications must be made on the relevant form (copy attached). If you prefer, an electronic form is available on request or downloaded from BAVO's website (http://www.bavo.org.uk/funding.htm#comm_small_grants_scheme).

You must submit one copy, signed by the officers of your organisation, and supported by other evidence we have asked for e.g. copy of governing documents,



policies, annual accounts and your most recent bank statement. Please refer to the checklist on the back of the form.

Applications can be submitted at any time, but the closing date for each round will be the 14th of the month.

Only one application can be under consideration in any one month. If an application is successful then, as a general rule, no further applications will be considered for a period of three months.

Once an application has been refused, for whatever reason, it cannot be resubmitted. BAVO does not have the capacity to hold appeal panels.

How will my application be assessed?

As the scheme is competitive, it is important that you make your case as well as you can in your application form. We will assess the information you provide in order to answer the following questions about your project.

1. Is the applicant a properly constituted and well-managed voluntary or community group?
2. Does your application meet the stated priorities of the grant scheme (as listed above)?
3. Is there clear evidence of community benefit?
4. Is there demonstrable need for the proposed project, and does it avoid duplication with similar projects or facilities?
5. Will the proposals provide good value in relation to the amount of grant money requested?
6. Is there a firm timescale for the use of the grant requested?
7. Will there be lasting benefits to the community?

If you want to make sure your application is considered quickly, you are advised to make sure ALL the paperwork is completed and all the attachments received by the panel, or it is likely your application will be rejected or the decision deferred to a later date.

Is there a separate process for applicants seeking match funding?

There is not a separate process but the application form does provide space for you to tell us what additional funding our money will secure. You must attach to your application evidence of the support to be given by the other funding body, or full details if you are awaiting the outcome. However we will not release any successful awards until the match funding has been confirmed. You should be as realistic as possible when indicating the time-scale of the project.



Will my applications be treated in confidence?

Your application will be discussed by our Grants Panel (a minimum of 2 BAVO Trustees and 1 BAVO Officer). We may need to discuss your application with your independent referee. Information about successful applications will also be used in publicity.

What are the terms and conditions of the grants?

If your application is successful, you will be offered a grant subject to accepting the conditions in the offer letter.

You will have to nominate authorised signatories before the grant can be claimed. You must provide information on the progress of the project. This includes submission of copies of receipts etc. You will also have to sign a declaration that the grant has been spent as intended. We may visit you to monitor progress.

Please note: BAVO needs to supply audit trails to WAG for this grant scheme therefore, if you do not send us your receipts for the full grant expenditure, you will be ineligible to apply for further grants from the scheme.

When will I know the outcome of my application?

If you submit your application by the 14th of the month a decision will be made by the end of the following month although you may not receive confirmation until a few days later. Please do not ring us for the outcome or progress of your application within the normal timeframe we work to as we do not have the resources to cope with these enquiries. However, the number of applications submitted is beyond our control, and very large rounds may take longer for us to process and assess. We will try to keep you informed if this is the case.

We can give you reasons why your application was unsuccessful but if demand is great this may simply be because there is not enough money although we will try to explain how we prioritised. Prioritisation will be based on application meeting the assessment criteria (set out above).

Contacts

If you wish to discuss any aspect of your application with staff please ring Pat Lindsay on 01656 810400