

Annual grant application guidance



Introduction

This document provides guidance to organisations seeking support from Norwich City Council in the form of a grant. It helps you to provide a complete and accurate application form, with the relevant information provided.

Why do we commission services?

Norwich City Council recognises that it can achieve its outcomes and make best use of its available resources through the grant award process. Supporting voluntary, community and social enterprise organisations to deliver services can achieve greater innovation and strengthen the sector overall.

What outcomes do the council seek to achieve?

The council sets out its priorities within the [corporate plan](#). All applications must evidence how they contribute to one or more corporate priority and desired outcome.

The council will not award grants to organisations that provide services on the basis of beneficiaries' adherence to a religion, philosophy or political persuasion, or are explicitly party political.

The council will not provide retrospective funding that has been spent or committed to be spent.

What type of activities does the council grant fund?

Grants

Grants may be awarded to provide funds for services or projects that deliver specific outcomes. They can be awarded to voluntary, community and social enterprise sector organisations or groups. For example a grant could support the provision of information, advice and guidance services for the benefit of people in Norwich, or help to fund a community led project.

They may also be awarded as a general contribution to the core costs or overall activities of an organisation. The overarching organisational outcomes of the applicant will need to generally align with one or more of the council's corporate priorities.

Grants in kind

Grants in kind are an offer of resources or use of facilities as an alternative to a financial grant. For example, Norwich City Council may offer an organisation free use of a meeting room at one of its buildings, or waive fees due, which would alleviate costs to the applicant organisation.

Who can apply?

The council requires that all organisations or consortia applying for funding demonstrate they meet the following:

Organisation criteria	
Management	<p>Requirements:</p> <ul style="list-style-type: none"> • a formally adopted constitution; • regular committee meetings, including an annual general meeting; • a business plan or working towards developing one.
Financial systems	<ul style="list-style-type: none"> • Compliance with all financial and accounting requirements of charity or company law. • Follow good practice in relation to internal financial controls. • Organisations with an annual turnover of above £5,000 must publish independently examined or audited annual accounts.
Data protection	Compliance with the Data Protection Act (1998) in handling any personal information about individuals.
Employment practices	<ul style="list-style-type: none"> • Where staff will be recruited to deliver services, posts will be advertised, with open and competitive interviews. • Employees will be supplied with a contract and terms and conditions as well as job descriptions. • As a Living Wage accredited employer, the Council encourages organisations to pay the Living Wage. For further information go to www.livingwage.org.uk.
Insurance	<p>Adequate insurance for activities, events, staff, premises, equipment, vehicles including:</p> <ul style="list-style-type: none"> • public liability; • employer's liability cover if staff are employed • property and equipment insurance against fire, theft, loss, damage; • vehicle or driver insurance if vehicles are owned or driven.
Disclosure and barring checks	All employees working with children and vulnerable adults must be vetted through the disclosure and barring checking service.
Safeguarding Policies	<ul style="list-style-type: none"> • Organisations working with children and young people and / or vulnerable adults must have a policy, which is reviewed annually, and relevant procedures in place. •
Safeguarding training	<ul style="list-style-type: none"> • Employees working with children, young people and vulnerable adults and must ensure staff have relevant and up to date training.
Equality	All organisations must have a written equality policy that complies with current legislation, and arrange appropriate training for managers and staff.

Where organisation criteria are not met, the application will not be assessed any further.

Section & Question number	Guidance
A - The applicant	
A5	<p>What are the aims and objectives of your organisation or consortium?</p> <p>Please give us a brief overview of the organisation, why it was set up, what it sets out to achieve and the kind of projects and activities it regularly delivers.</p> <p>If this application is on behalf of a consortium, this section should detail the collective aims and objectives of the consortium in relation to delivering the project or services for which it seeks funding.</p>
B - Tell us about the policies of your organisation	
B1-3	<p>If successful, applicants may be asked to provide copies of relevant policies and documents as a condition of any offer.</p> <p>The policies required will depend on relevance and proportionality in relation to the type of application as well as the amount requested.</p> <p>This information helps Norwich City Council manage risk, so that service users benefit from appropriately trained staff or volunteers, with a fair, equitable and safe service or project delivered.</p>
B6	<p>The Living Wage is not the minimum wage. It is defined as pay for work that should be enough to provide families with the essentials of life. For further information go to www.livingwage.org.uk.</p> <p>Norwich City Council, as a Living Wage accredited employer encourages organisations to pay the current level where it is possible.</p> <p>This is not a requirement for recipients of grants but we will ask for an explanation if the Living Wage is not being paid.</p>
C – The proposal	
C1	<p>Please describe the project or service for which you are seeking funding. As a general guide, you should describe:</p> <ul style="list-style-type: none"> • What you want to do • How you plan to do it • When you plan to do it • Where it will happen • Why you want to do it - why is it necessary? <p>For larger grants, you will need to give more detailed information such as a project plan, key milestones for service or project delivery.</p> <p>If you have successfully delivered this project or service in the past you may want to include with your application any reports, newspaper articles, photographs or review documents.</p>
C5	Please give a breakdown of items for which you are seeking funding.

Please enter the total cost of the proposal including VAT unless your organisation is able to recover VAT.

e.g.

Item	Cost	source
12 junior football kits	£144 (£12x12 kits)	Bk sports supplies
Staffing cost	£1,200	Norwich city council

It would help us understand how you intend to fund the proposal if you detail other elements of the project or service that are funded by other means (as above).

For service delivery, typical headings in the 'Item' column might include:

- Staffing costs
- Accommodation
- Materials
- Equipment
- Training
- Travel

These headings are suggested as guidelines only.

C6

What benefit will people receive from this project?

This section should include the ways in which the various communities in Norwich will benefit from the project or service you wish to deliver.

For example, for a community carnival local residents will benefit from

- ✓ greater community cohesion
- ✓ increased sense of pride in their community,
- ✓ local businesses may benefit from additional customers through the increased number of people in the area
- ✓ local children may be learning new skills
- ✓ an opportunity for young and older people in the community to come together and form positive relationships with each other, thereby
- ✓ decreasing older people's fear of crime and help ensure better community safety

Another example; an information and advice service for people not currently in work might increase skills, confidence and employment opportunities for residents of and visitors to Norwich.

Again, the level of detail you should provide here will be determined by the level of funding you are applying for.

C7	<p>How many people do you think will benefit and what percentage will be residents of Norwich (approximately)?</p> <p>Please give an estimated number of people you think will benefit from the proposal. This could be people who directly benefit, for example take part in producing a play, as well as people who indirectly benefit, those people who attend the performance. Please also indicate what percentage you think will be people who live in the Norwich City Council area.</p> <p>For example; 100 people, 85 percent of who live in the Norwich City Council area.</p>
C8-12	<p>This section helps us to understand how successful your project might be, and informs how we measure risk.</p> <p>Information we would like to see includes whether you have already delivered it before and what evidence of success you have, or if it is a new venture what research you have done to make sure it is a success.</p> <p>You should tell us here what methods you will use to make sure the right people get to hear about the service or project you plan to deliver, to help make sure it is successful. This means the materials you will use (e.g. brochures, posters, newspapers, email distribution lists) and how you plan to get those materials to the right people (e.g. via local shops, surgeries, a talk at a school assembly, website).</p> <p>We also want to know how well you communicate and engage with residents to make sure the proposal meets their needs.</p>
D – Tell us about your finances	
D1- 3	<p>This information helps Norwich City Council understand how healthy the applicant organisation's finances are. Appropriate structures and controls must be in place for the council to be confident about handing over public funds.</p>
E – Tell us about any other grants	
E1	<p>This information helps build a picture of the sustainability of the applicant organisation. It also helps officers to direct applicants to other potential funding programmes that the applicant may be eligible for.</p>
E2	<p>If a grant for a project that evidently meets Norwich City Council's outcomes would lever in significant additional funding from another funding body, officers will take this into consideration as a potential additional benefit to Norwich communities.</p>
F – How will you monitor progress and evaluate	
F1	<p>The success of a project or service can only be measured by determining how far the needs of the users of that service or project have been met. The information captured will help the council report back to its residents and elected councillors on how and how far it has met its agreed outcomes and what benefit that has provided to</p>

	<p>Norwich communities.</p> <p>For example, in the case of a community carnival, organisers might take photographs of the event and speak to a few people attending and one or two local businesses about how they felt the carnival went and what they might like for future carnival events. They would record this on a document, along with a few photos to show what went well and how they might do it differently next year – or not!</p> <p>Each application must include one or more desired outcome, and performance measure to be reported on. It must also set out how success will be evaluated. Failure to provide these details may mean that we will not consider the application.</p> <p><u>As a condition of the award, successful applicants will be required to meet with a council officer to agree a monitoring and evaluation framework for the project or service. They will also be required to provide a progress report mid-year and at the end of the year or project.</u></p>
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How are applications assessed?

Applications will be collated and submitted to a group of officers who will undertake an assessment and make recommendations to the cabinet committee.

Applications are assessed according to how they will meet the outcomes and achieve value for money.

Once a decision is made the applicant will be notified of the outcome. If successful, the applicant will receive a letter offering the grant and be required to sign an agreement setting out the terms and conditions of offer. If unsuccessful, the applicant will be informed in writing.

How do I apply?

Details on how to apply can be found in the **application form**. Please direct any further queries to the contact details below.

e: commissioning@norwich.gov.uk t: 01603 212378 or 01603 212368



If you would like this document in large print, Braille, audiotapes, or translated in to another language, please contact us:

✉ info@norwich.gov.uk

☎ **0344 980 3333**