

POLICY FOR THE  
ALLOCATION OF  
EARLY HELP AND ASSET BASED  
COMMUNITY DEVELOPMENT GRANTS

2019 – 2022

July 2019



*Working for a **brighter future** together*

## **1. BACKGROUND**

- 1.1. Cheshire East Council operates an Early Help and Asset Based Community Development Grants Scheme within the boundaries of Cheshire East as we believe that a vibrant voluntary, community and faith sector is vital to our communities. Funding awarded to local people and the voluntary, community and faith sector (VCFS) can generate a significant amount of community activity and positive impact. This Policy addresses the governance arrangements, procedures and monitoring process to facilitate the scheme.
- 1.2. The Early Help and Asset Based Community Development Grants Scheme is a key enabler to the delivery of our Connected Communities Strategy which aims to connect communities across Cheshire East, where people and community organisations are embedded within local networks, providing mutual help and support.
- 1.3. The Early Help and Asset Based Community Development Grants Scheme align to the Council's Commissioning Framework – People live well for longer which has been developed to achieve improved outcomes for local people. This means anticipating and responding to health and wellbeing needs as early as possible to ensure that local people are helped to 'live well and for longer' building resilience, so that people are empowered to recognise and address their own health and wellbeing needs and to make the most of assets within communities (such as by connecting people with local groups / voluntary services), which is a core part of this approach.
- 1.4. The aim of the Early Help and Asset Based Community Development Grants Scheme is to support not for profit organisations (which for the purposes of this Policy shall include voluntary and community groups and registered charities) and inspire local people through social innovation to develop or enhance local projects that will improve the quality of life for local communities. Grants will be awarded which meet the Council's Corporate Outcomes (*see "3.10 Expected outcomes and proposed projects"*)
- 1.5. Funding will only be allocated where organisations and local people can demonstrate a required need, and demonstrate that a defined impact will be made through their project or activity and that clear outcomes can be achieved.
- 1.6. When using the term grants in this Policy it refers to the giving of a fixed amount of Council funds to organisations through an application and assessment process which takes place 4 times each financial year.

## **2. LEGAL AND BUDGETARY FRAMEWORK**

- 2.1. The Executive Director - People has responsibility for Early Help and Asset Based Community Development Grants Scheme and has delegated authority to approve grant applications from local people and organisations to assist in developing community based activities and projects.
- 2.2. The Early Help and Asset Based Community Development Grants Scheme budget is fixed each year and so there is a limited amount of money from which to pay grants under this policy.

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- 2.3. All grant decisions will be made based on the set of principles, set out in this Policy, and within the agreed budget approved by Council each year. The budget for the grants is managed carefully and flexibly to ensure that the Council has money available throughout the year.
- 2.4. Given the fixed budget and the Council's aim to benefit as many organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the organisation can demonstrate that the balance of the funding is available.
- 2.5. The Executive Director for People will be responsible for setting aside a proportion of the available budget for promotion and publicity purposes, as required.

### **3. APPLICATION PROCESS**

- 3.1. The Early Help and Asset Based Community Development Grants Scheme operates within set criteria, which is approved by Cabinet, the final decision making on approving each round of grants will be delegated to the Executive Director of People and the relevant Council Officers in line with the Council's Corporate Outcomes:

#### **How to apply**

- 3.2. Applications for Early Help and Asset Based Community Development Grants Scheme must be made using the Council's Early Help Community and Asset Based Community Development Grant Application Form (See *Appendix 1*) and associated guidance notes that are available online on the Council's website and as a paper version on request.
- 3.3. The application form must be completed in full. Incomplete application forms will not be considered and will be returned to the applicant, which could cause a delay or deferral of the application. If applying from an organisation, a copy of the organisations up-to-date signed Governing Document and Safeguarding Policies and any other applicable supporting documents must be sent with the application form. If this is not received the application will be deferred to the next round of evaluation and may result in the application being declined. Further supporting documentation (listed under section 8 of the application form) may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.
- 3.4. Applicants can only apply for funding for one project per financial year.
- 3.5. The closing dates for receipt and acceptance of complete applications are the last Friday of March, June, September and December each year.
- 3.6. Grants cannot be paid retrospectively therefore any work commenced prior to acceptance of the grant offer will not be eligible for funding.
- 3.7. All successful applicants will be required to complete a post grant monitoring report as per section 5.0 of this Policy, this will be proportionate to the amount of funding allocated.

## Who can apply?

### 3.8. **Asset Based Community Development Grants** – up to a maximum award of £250

The Council wishes to provide an opportunity for local residents of Cheshire East who wish to share their skills, interest and passions through volunteering to promote or deliver projects or events that will improve the health and wellbeing of their community. Residents will be able to apply for up to £250 for projects which will be delivered **BY** local people, be locally owned, and be locally attended.



**By** = Projects done by us for us. (Asset-based Community Development).

To apply for this you must:

- ✓ Achieve one or more of the expected outcomes outlined in 3.10 of this document
- ✓ Live within the Cheshire East area
- ✓ Be passionate to make a difference within your local community
- ✓ Complete the application form in full, providing all required information
- ✓ Have not already received an Asset Based Community Development Grant within the current financial year

### 3.9. **Early Help Community Development Grants** – up to a maximum award of £10,000

The Council wishes to support the continuation and development of not-for-profit organisations and local projects that are created **WITH** the local community, this will target grant money to ensure that a greater impact is made on local communities **WITH** local communities.



**With** = nothing for us without us. (Social Model/Coproduction/Co-design, Asset-based approaches)

To apply for this you must:

- ✓ Achieve one or more of the expected outcomes outlined in 3.10 of this document
- ✓ Be a voluntary or community organisation, registered charity or other not for profit organisation

- ✓ Have a set of audited accounts, or as a minimum an organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the organisations financial position and its need for the assistance requested
- ✓ Have a management committee with an up-to-date Governing Document which must be signed by at least two members of the committee who are unrelated to each other;
- ✓ Have appropriate safeguarding policies relevant to their organisation, which must include a requirement that staff / volunteers are cleared with the Disclosure and Barring Service where appropriate;
- ✓ Have a bank or building society account in the name of the organisation applying with at least two signatories who are unrelated to each other;
- ✓ Provide value for money
- ✓ Be passionate to make a difference within your local community
- ✓ Complete the application form in full, providing all required information
- ✓ Have not already received an Early Help Community Development Grant within the current financial year
- ✓ Be based in Cheshire East

### 3.10. ***Expected outcomes and proposed projects***

The list below highlights Cheshire East Corporate Outcomes, with a number of key outcomes that the Early Help and Asset Based Community Development Grants will be expected to achieve. These outcomes are inline with Cheshire East Corporate Outcomes also using the nationally recognised Themes, Outcomes and Measures created by the Sustainable Development Unit as part of the Social Value work. A number of proposed projects have set alongside those outcomes to provide the applicants additional information.

Outcomes	Proposed Projects
<b>1. Our local communities are strong and supportive</b>	
Health literacy is improved and community health services are promoted	Initiatives to connect communities through projects around health awareness (including wider determinants of health), promoting community safety (workshops, training)
Community asset building	Initiatives to connect communities through building community networks by providing space and opportunities to bring people together reducing loneliness and isolation and enhancing community cohesion (community transport schemes, enhancing community facilities, community events)
<b>2. Cheshire East has a strong &amp; resilient economy</b>	
More local people in employment	Initiatives to support people in to employment with disabilities, who have been long term unemployed, young offenders (job clubs, training programmes, volunteer opportunities)
Encourage businesses to play an active role within their communities	Initiatives that attract businesses to use Social Corporate Responsibility to benefit local communities (volunteering, local apprenticeship schemes, sharing community knowledge)
<b>3. People have the life skills and education they need in order to thrive</b>	
Children are given the best start in life	Initiatives to promote positive behavior change in young people (anti bullying, change4-life, start for life projects)

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Young people are given the best opportunities	Initiatives around summer play schemes, youth projects in particular considering young people in vulnerable groups and initiatives that reduce anti-social or disruptive behaviors
<b>4. Cheshire East is a green &amp; sustainable place</b>	
Environmental Impacts are reduced	Initiatives to provide advice to local residents to reduce energy consumption, reduce or replace the use of single use plastics, promote recycling and minimising waste (love food hate waste).
Sustainable travel is promoted	Initiatives to promote walking and cycling routes alternative to car journeys
Creating better places to live	Maximising the use of the natural built environment such as open green spaces developing initiatives that will connect people to these areas. Protecting and sustaining the natural built environment such as open green spaces developing initiatives such as friends of the park schemes and planting schemes.
<b>5. People Live well for Longer</b>	
People are supported to have control over their lives	Initiatives to promote independent living (money advice, befriending schemes, practical healthy lifestyles advice, digital inclusion support)
The role and impact of ill-health prevention is strengthened	Initiatives that tackle homelessness, alcohol abuse, drug misuse, smoking, promote healthy eating, drinking and exercise (projects that will engage target audiences)
Mental health is promoted	Initiatives to promote good mental health or increase access to mental health support (peer support groups, dementia friendly communities, mental health first aid)
Non clinical treatment promoted	Initiatives that offer social prescribing schemes as treatment
Carers' quality of life is improved	Initiatives to support carers to feel less isolated and develop new social and peer support networks

**3.11. What this grant will fund**

- Capital costs (equipment, building repairs)
- Revenue costs (staffing, expenses)
- Events (refreshments, advertisement etc.)
- Project start up/short term ongoing costs (volunteers expenses, room hire, insurances etc.)

**3.12. What this grant will not fund**

- Organisations which hold substantial free reserves, including local branches of national or regional organisations which hold free reserves that could be utilised
- Applications from Town and Parish Councils or departments within Cheshire East Council

- Applications made by an individual below the age of 18.
- Work which has already taken place and been paid for.
- Sponsorship for individuals taking part in foreign trips or sporting/musical programmes
- Activities that are for the sole relief or benefit of animals
- Activities that are of sole benefit to an individual
- General appeals, sponsorship or fundraising for your own organisation or others
- Activities of a mainly political or religious nature
- Refurbishments or equipment where there is no considerable benefit to individuals attending the facility
- Projects taking place abroad
- Projects that do not meet the intended outcomes
- Projects from schools or colleges that do not take place outside of normal school hours or in the holidays or do not include a wide proportion of the community who do not attend that establishment
- Events which do not involve members of the local community participating
- Repair costs where deterioration is due to neglect
- Loan against loss or repaying debt;
- Paying someone to write your application or applications to other grant funders
- Land purchase
- Items that are purchased on behalf of another organisation
- Disabled facilities where there is no proven need for the work to be carried out or where upgrading is required for an existing facility to meet the statutory requirements of the DDA;
- Organisations which are not based in Cheshire East, unless they can demonstrate significant community benefits within Cheshire East.

### **3.13. General Conditions**

- 3.13.1. Grants are classed as one-off and should not be seen as repeat funding;
- 3.13.2. The funding allocated must be spent to benefit the residents of Cheshire East:
- 3.13.3. Annual applications from the same people or organisation for the same purpose will not be considered;
- 3.13.4. Grants of £1,000 and under are valid for a period of 6 months from the date of the offer letter and will be paid in advance. Monitoring information and invoices or receipts must be forwarded to the Cheshire East Council within 6 months of the date of offer letter;
- 3.13.5. Grants over £1,000 are valid for a period of 12 months from the date of the offer letter and will be paid upon completion of the project. Monitoring information and invoices or receipts must be forwarded to the Cheshire East Council within 12 months of the date of offer letter to allow the grant to be paid;
- 3.13.6. If an organisation's financial position means that they are unable to begin the project without payment of the grant first they may be entitled to request payment prior to the project commencing. Monitoring information will still need to be submitted 12 months after the date of the offer letter;
- 3.13.7. Organisations who are in receipt of other funding from the Council may apply to this grant scheme if the grant is required for a one-off project which is considered additional to the service already funded;



- 3.13.8. Any profits from projects must be used to further develop the organisation/community activity or for any future projects and not used to support other organisations or different projects;
- 3.13.9. If the project involves work on land or a building, including refurbishment, the applicant must own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 5 years;
- 3.13.10. If planning permission is required this must be in place before the grant application is made. The Council may ask for confirmation that planning permission is not required, or that it is required and has been granted. Grant applications without planning permission in place will be considered if the application is for a feasibility study or architects fees in order to establish the viability of the project;
- 3.13.11. Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The organisation can direct some or all of its activities at specific groups where the intention is to address discrimination or disadvantage;
- 3.13.12. Successful applicants must be able to participate in a monitoring process and provide monitoring information to evidence how the grant money has been spent and adherence to the conditions of the grant. This must include receipts or invoices and the completed monitoring form, plus photographs, once the project has finished. This in some cases may also include in site visits and quarterly updates;
- 3.13.13. Successful applicants must acknowledge the support of Cheshire East Council in press releases, publicity and advertising etc. Electronic copies of the Council's logo will be sent with grant offers;
- 3.13.14. Successful applicants will be expected to adhere to all grant agreements including how the Council's branding should be used to promote the project
- 3.13.15. Successful applicants will allow Cheshire East Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's website;
- 3.13.16. Expenditure must not be incurred on the project prior to the grant decision being given. In these circumstances the Council will withdraw the grant offer/rescind the grant decision;
- 3.13.17. Successful applicants must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used;
- 3.13.18. The grant must only be used for the purposes specifically stated in the application form, should it be spent in any other way, without written approval from the Council, the individual or Organisation may be asked to return some or all of the monies paid;
- 3.13.19. If the project is cancelled or only partially achieved, or if the organisation is wound up, any unused grant money must be returned to the Council;
- 3.13.20. All conditions, under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the individual or Organisation being asked to repay the grant monies to the Council.



#### **4. DECISION MAKING PROCESS**

- 4.1. The Early Help Community and Asset Based Community Development Grant applications will be considered at quarterly intervals as set out at section 3.5.
- 4.2. All Applications will be assessed by a multi agency evaluation panel of professionals who will have various expertise about the proposed outcomes.
- 4.3. Having assessed all applications a Recommendations Report is prepared for consideration and approval by the Executive Director for People.
- 4.4. Applicants will be notified to inform them of whether they have been successful or not within 6 weeks after the closing date for each round of applications.
- 4.5. Complaints about any aspect of the Early Help and Asset Based Community Development process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the [Council's Corporate Complaints, Compliments and Suggestions Policy](#) is available from the Council's website.

#### **5. MONITORING AND RECORD KEEPING**

- 5.1. Following a successful application and in order to ensure that monies are used in an appropriate manner, as set out in this Policy, a monitoring report will be required following project completion. This report shall include, but shall not be limited to, how many people benefitted from the project, if a profit was made and how it was used, how the grant money was used and what difference the project made to the organisation and/or local people.
- 5.2. For Grants of £1,000 and under the completed monitoring form, invoices or receipts and photographs must be forwarded to the Council within 6 months of the date of offer letter.
- 5.3. For Grants over £1,000 the completed monitoring form, invoices or receipts and photographs must be forwarded to the Council within 12 months of the date of offer letter to allow the grant to be paid.
- 5.4. Invoices or receipts dated prior to the date of the offer letter will not be accepted or reimbursed
- 5.5. The Council reserves the right to monitor the use of the grant and ask for evidence to support an application.
- 5.6. Successful applicants must allow reasonable access to premises/accounts/activities upon request from the Council.
- 5.7. Successful applicants must retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.8. If successful applicants do not supply satisfactory monitoring reports and supporting information in full and within the set time scale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same person or organisation in the future.

**Annex 1: Early Help Community and Asset Based Community Development Grant Application Form**

## **Early Help and Asset Based Community Development Grants Application Form**

This application form should be completed in conjunction with the Guidance Notes and the Policy for the Allocation of Early Help and Asset Based Community Development Grants

	Max. Grant	Amount Applied for
<b>Asset Based Community Development Grants</b>	£250	
<b>Early Help Community Development Grants</b>	£10,000	

### **1. Contact Details**

Resident/Organisation name:	
Address:	
	Postcode:
Main contact for this application (name):	
Position in organisation (if applicable):	
Contact address (if different from above):	
	Postcode:
Telephone No:	
Email:	
Website:	
Secondary contact for this application (name):	
This must be different from above and if applying from an organisation a second contact must be your chair, secretary, treasurer or a senior member of your management committee.	
Contact address	
	Postcode:
Telephone No:	
Email:	
Position in organisation (if applicable):	

**If you a resident applying for an Asset Based Community Grant, please go to section 3.  
If you are applying as an organisation, please complete section 2.**

## 2. Organisation Profile

How would you describe your organisation? Please tick all boxes that apply

Registered Charity ☐ Voluntary Organisation ☐ Community Group ☐

Please supply your Registration Number

Company Limited by Guarantee ☐ Not-for-Profit Organisation ☐ Social Enterprise ☐

Other ☐ Please describe:

How long has your organisation been in existence?

What does your organisation do? (A summary of this information will be used on our website if your application is successful)

Maximum 50 words.

Does your organisation:

Own its own land/premises/facilities ☐

Hire private land/premises/facilities ☐

Hire local authority land/premises/facilities ☐

Lease the land/premises/facilities ☐

☐  
☐  
☐  
☐

(please give details of lease expiry date/length of lease below)

How many people are involved in your organisation? (include your committee, staff and members in this figure)

Number of paid staff  Full time  Part time  Casual

Number of unpaid staff/volunteers  Full time  Part time  Casual

Number of members / participants  Total

## 3. Previous Funding

Have you/your organisation received a grant or other funding from Cheshire East Council before?

Yes ☐ No ☐

If yes, please state what the grant was for, when it was awarded and how much was awarded.

Type of grant or funding:

Date awarded:

Amount £

How did you hear about the Early Help and Asset Based Community Development Grant Scheme?

#### 4. Your Project

Start date of project:

Name of project: Maximum 10 words

**Project Outline:** Describe what the grant you are requesting is required for.  
Maximum 150 words.

**Outcomes:** Describe the outcomes your project will aim to achieve and what difference will your project make locally.  
Maximum 150 words.

**Evidence:** Provide examples of evidence that your project will achieve the proposed outcomes.  
Maximum 150 words.

**Consultation and need:** Describe how you have consulted your intended beneficiaries or the local community to establish the need for your project.  
Maximum 150 words.

**Monitoring and Evaluation:** Describe how you will monitor the project outputs and evaluate its outcomes upon project completion.  
Maximum 150 words.

**Sustainability:** How will your project or service be sustained and provide a lasting benefit to the community after the grant funding has been used?  
Maximum 50 words.

## 5. Your Project Beneficiaries

**Outputs:** Please tell us the total number of people you expect to directly benefit from your project and how you intend to engage them.

**Target Audience:** Please tell us who will benefit from your project.  
Maximum 150 words.

**Area:** Please tell us which geographical area will benefit most from your project (borough/town/neighbourhood).

6. Projected Expenditure		
Please estimate your total project costs and provide brief details.		
New build / refurbishment	£	
Furniture, fixtures / fittings	£	
Equipment purchase	£	
Equipment hire	£	
Premises / facility hire ( <i>per week</i> )	£	
Materials ( <i>include details</i> )	£	
Advertising / marketing / publicity	£	
Workshops / seminars / training	£	
Staffing costs	£	
Volunteer expenses	£	
Other (details)	£ £	
<b>TOTAL COST:</b>	£	
<p>Does your organisation restrict access on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give us more information about why you restrict access:</p>   <p><i>This information is for data collection purposes only and will not be used to assess your application unless you unfairly restrict access to your organisation or activity.</i></p>		

7. Additional Contribution Costs (if applicable)			
Please specify funding or income from other sources (other grants, own contribution, match funding etc) that will contribute towards your total project cost. <b>We cannot guarantee to award the full amount requested.</b>			
	Amount	Applied to (name) and expected to hear (date)	Confirmed? (✓)
<b>Total Project Cost</b>	£		
Own existing funds / fundraising	£		
Projected income from ticket sales etc.	£		
Town / Parish Council funding	£		
Sponsorship (Please specify)	£		
Donations (please specify)	£		
Grants i.e. Lottery, WREN etc (Please specify which organisations funding is coming from)	£ £ £ £	1. 2. 3. 4.	
Non-Cash or In-Kind contributions (volunteer hours)			
<b>Total projected income</b>	£		
<b>Amount requested from Cheshire East Council</b>	£		
<b>Balance Outstanding</b>	£		

If there is a balance outstanding or you are not awarded the full amount requested from Cheshire East Council please state how the shortfall will be covered or whether the project will be delayed:

If you receive all of your expected income which then exceeds your total project costs, or you make a profit, please state how this surplus will be spent:

**Organisations only** : Please provide a summary of your most recent accounts and whether the figures below are:

☐ A projection because the organisation has been running for less than 15 months

☐ Information from the organisation's latest accounts

Account Year Ending:

Total Income for the year

£

Total expenditure for the year

£

Surplus or deficit

£

Total savings or reserves at bank at year end  
(please state what reserves are held for)

£

Please state organisation's / or individuals bank account name, sort code and account number:

Account Name:

Account number:

Sort Code:

If your organisation is VAT registered, please supply your VAT number:

## 8. Supporting Documentation

If you are applying as an organisation, please tick if you have the following documents. You do not need to send these documents in with your application, but we may request copies at a later date.

Up to date Annual accounts

☐

Safeguarding Policies

☐

Governing Document (signed)

☐

Quotes/Estimates for equipment

☐

Planning Permission

☐

Affiliation to a Governing Body

☐

Disclosure and Barring Service Checks

☐

Equalities and Inclusion Policy

☐

Proof of identity (for applications to the Asset Based Community Development Grants) ☐



## 9. Data Protection and Communications

**Please ensure that you read this section before submitting your application.**

Part or all of the information you supply to us will be held on computer. This information will be used for the administration of grant applications and for statistical analysis. Copies of this information will be given, where necessary, to individuals we consult with when assessing applications and for monitoring grants. You have the right to view information we hold on you and to have any errors or inaccuracies corrected.

We would like to contact you from time-to-time to provide information relevant to you such as funding bulletins and our newsletter. The General Data Protection Regulation requires us to ask for consent to contact you by email. If you are happy for us to do this please tick this box ☐ If you do not tick this box we will not include your details on our database.

Alternatively, please follow the link to add yourself to our [Connected Communities Mailing List](#) which will allow you to specify which area you would prefer to receive information about.

## 10. Declaration

I hereby certify that to the best of my knowledge all the information contained within this application is correct and I confirm that I understand, agree and accept the terms and conditions of the grant as set out in the Policy for the Allocation of Early Help and Asset Based Community Development Grants Scheme.

1<sup>st</sup> Signature:

Position in organisation:

Date:

Are you over 18?

2<sup>nd</sup> Signature:

Position in organisation:

Date:

Are you over 18?

## 11. Submitting Your Application

Before submitting your application you must tick all the boxes below to confirm that:

- ☐ You have answered all questions on the application form.
- ☐ You (the main contact named in section 1 of this application form) are over the age of 18 and if applying on behalf of an organisation, you are authorised to apply for a grant from Cheshire East Council on behalf of your organisation.
- ☐ You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay the grant to the Council.
- ☐ If we make a conditional offer to you or your organisation, you will supply all relevant documents or information within 20 working days and accept that we may withdraw the grant offer if this is not adhered to.
- ☐ You have read and are able to comply with the terms and conditions of the grant, which are set out in the Policy for the Allocation of Early Help and Asset Based Community Development Grants and that you understand that any grant offer will be made subject to your confirming that you understand, agree and accept those terms and conditions.

### Application forms should be returned:

By post:

Early Help and Asset Based Community Development Grants, Cheshire East Council, (Floor 3, Delamere House)  
C/O Municipal Buildings, Earle Street, Crewe, CW1 2BJ.

By email:

[communitygrants@cheshireeast.gov.uk](mailto:communitygrants@cheshireeast.gov.uk)

If you have any questions concerning your application please visit [www.cheshireeast.gov.uk/communitygrant](http://www.cheshireeast.gov.uk/communitygrant), use the contact details above or phone 01270 685809.

### Closing dates for receipt of applications are the last Friday of:

- **March**
- **June**
- **September**
- **December**

You will be informed of the outcome of your application approximately 6 weeks after the closing date.

## **Annex 2: Early Help Community and Asset Based Community Development Grant Guidance Notes**

### **Early Help and Asset Based Community Development Grants** **Application Guidance Notes**

*Please read these notes carefully before completing the application form and ensure that you have read the Policy for the Allocation of Early Help and Asset Based Community Development Grants.*

#### **Grant Category**

- Please state which category you are applying to and how much money you will be requesting from Cheshire East Council in your application form.

#### **Section 1 – Contact Details**

- If applying from an organisation, enter the full names as they appear on your governing document.
- The main contact for the application must be the person that submits the application and must have knowledge of, and be able to talk about, your project.
- The secondary contact must be different from the main contact and if you are applying from an organisation, this contact must be your chair, treasurer or a senior member of your management committee.

#### **Section 2 – Organisation Profile**

- Only complete this section if you are applying from an organisation
- To describe your organisation tick all boxes which apply and, where applicable, add your charity registration number.
- If applying from a school, projects will only be eligible for consideration if they take place outside of normal school hours or in the holidays. Projects must involve a wide proportion of the community who do not attend the school.
- Enter the number of years that your organisation has been in existence.
- When entering a description of what your organisation does please consider that this will be read by people who do not know your organisation. Enter a summary, of no more than 50 words, which captures the main element of what you do. A summary of this information will be used on the Council's website if your application is successful.
- Tick the one category that describes your organisations land / premises / facilities and enter the lease expiry date or length of lease.
- If your project involves work on land or a building, including refurbishment, you must own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 5 years.

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- Enter totals for all of the people involved in your organisation, this should include your committee members or leaders of the organisation, paid or unpaid staff, volunteers and the members or participants of your organisation. If the numbers of your participants vary, please use an approximate figure.

### Section 3 – Previous funding

- Let us know if you have previously received a grant from the Council, when it was awarded, how much was awarded and what type of grant it was. If you do not know the exact date please give the year and approximate month.
- Let us know how you heard about the Early Help and Asset Based Community Development Grants scheme to help us improve our communications.

### Section 4 – Your Project

- Enter the date when you expect your project to begin or the date on which the activity or event will take place. We cannot pay retrospectively therefore this date should be at least 6 weeks after the closing date, when you will hear if your application has been successful or not.
- Enter the name of your project
- **Project Outline:**

When explaining what the grant you are requesting is required for please be specific about what you want to do and how you will do it and consider the following proposals for ideas:

<b>Proposed Projects</b>
<b>1. Our local communities are strong and supportive</b>
Initiatives to connect communities through projects around health awareness (including wider determinants of health), promoting community safety (workshops, training)
Initiatives to connect communities through building community networks by providing space and opportunities to bring people together reducing loneliness and isolation and enhancing community cohesion (community transport schemes, enhancing community facilities, community events)
<b>2. Cheshire East has a strong &amp; resilient economy</b>
Initiatives to support people in to employment with disabilities, who have been long term unemployed, young offenders (job clubs, training programmes, volunteer opportunities)
Initiatives that attract businesses to use Social Corporate Responsibility to benefit local communities (volunteering, local apprenticeship schemes, sharing community knowledge)
<b>3. People have the life skills and education they need in order to thrive</b>
Initiatives to promote positive behavior change in young people (anti bullying, change4-life, start for life projects)
Initiatives around summer play schemes, youth projects in particular considering young people in vulnerable groups and initiatives that reduce anti-social or disruptive behaviors
<b>4. Cheshire East is a green &amp; sustainable place</b>

Initiatives to provide advice to local residents to reduce energy consumption, reduce or replace the use of single use plastics, promote recycling and minimising waste (love food hate waste).

Initiatives to promote walking and cycling routes alternative to car journeys

Protect and make use of the natural and built environment with initiatives to maximise green spaces areas, and developing areas around arts, culture, heritage and leisure.

#### **5. People Live well for Longer**

Initiatives to promote independent living (money advice, befriending schemes, practical healthy lifestyles advice, digital inclusion support)

Initiatives that tackle homelessness, alcohol abuse, drug misuse, smoking, promote healthy eating, drinking and exercise (projects that will engage target audiences)

Initiatives to promote good mental health or increase access to mental health support (peer support groups, dementia friendly communities, mental health first aid)

Initiatives that offer social prescribing schemes as treatment

Initiatives to support carers to feel less isolated and develop new social and peer support networks

- Refer to the Policy for the Allocation of Early Help and Asset Based Community Development Grants (3.12) for things that cannot be funded under the grants scheme.

#### **• Outcomes:**

Tell us how your project will achieve one of the below outcomes:

<b>Outcomes</b>
<b>1. Our local communities are strong and supportive</b>
Health literacy is improved and community health services are promoted
Community asset building
<b>2. Cheshire East has a strong &amp; resilient economy</b>
More local people in employment
Encourage businesses to play an active role within their communities
<b>3. People have the life skills and education they need in order to thrive</b>
Children are given the best start in life
Young people are given the best opportunities
<b>4. Cheshire East is a green &amp; sustainable place</b>
Environmental Impacts are reduced
Sustainable travel is promoted
Creating better places to live
<b>5. People Live well for Longer</b>
People are supported to have control over their lives
The role and impact of ill-health prevention is strengthened
Mental health is promoted
Non clinical treatment promoted
Carers' quality of life is improved

- Tell us the difference achieving this outcome will make locally.

#### **Evidence:**

- Explain how your project meets the criteria in the Policy for the Allocation of Early Help and Asset

#### Based Community Development Grants

- Explain if you have prior experience in delivering this type of project or research and evidence you have found that suggests your project will achieve the intended outcome.

#### **Consultation and need:**

- If you want to address a problem or issue in the community tell us what the problem or issue is, how you identified it and what you intend to do to address it.
- Tell us what evidence you have to show that the project is needed and if you have consulted with the people who will benefit from the project.

#### **Monitoring and Evaluation:**

- Tell us how you plan to monitor and evaluate your project to establish whether your intended outcomes have been achieved and if you be using any recognised tools to do this.

#### **Sustainability:**

- When explaining how your project or service will be sustained in the future consider whether you will be applying a charge to your service users, profits from ticket sales, grants, sponsorship, fund raising and other sources of income.

### **Section 5 – Project Beneficiaries**

#### **Outputs:**

- When thinking about who will benefit, tell us how many people will directly access your project.

#### **Target Audience:**

- This section is for you to tell us who will benefit from your project, if your project is mainly for local people but you also attract people from further afield enter this information.
- If you want to run an activity or event, tell us what it is, when it will happen, who will attend and how local people within the community will benefit.
- We expect all activity funded by the Council to be inclusive, if you restrict access to any groups or individuals let us know and explain why you do this.

#### **Area:**

- Tell us the area/geographical footprint this project will target

### **Section 6 – Projected Expenditure**

- Provide costs for the full expenditure of the project.
- Do not provide the annual costs for running your organisation.
- Do not include any VAT that you can claim back from HM Revenue and Customs

### **Section 7 – Additional Contribution Costs (if applicable)**

- Provide the amount of funding you are contributing from your own organisation.

- If you have applied for funding from elsewhere, enter who you have applied to, the amount you have applied for, the date when you expect to hear if the application has been successful and tick if this has been confirmed.
- When recording non-cash or in-kind contributions consider those items which you would otherwise have to pay for such as volunteer hours (It is recommended that you use an hourly rate of £11.59 for volunteer hours), donations of goods for the project and printing of advertising literature.
- If you are unable to secure the full amount of the project costs state how any shortfall will be covered, whether this will affect the start date or if the project will not be able to go ahead.
- If you have applied for a number of other grants and funding support, this may make your income look higher than it potentially could be. Should you be fortunate enough to secure all of the funding you have requested and have a surplus, you must explain how you intend to spend this or whether some grants will not be accepted by your organisation.
- If your organisation has been running for less than 15 months, provide a 12 month projection for the year when you will spend the grant. Include the amount you are requesting from the Council in your projection.
- Your bank account must be in the same name as the organisation that is applying for the grant.
- Please provide your account name, account number and sort code. If your application is successful, payment will be made direct into your bank account.

## **Section 8 – Supporting Documentation**

- Proof of identity (for applications to the Asset Based Community Development Grants), this will be driving licence, passport, or other alternative proof of identity.
- Please look carefully through the list of supporting documentation and ensure that you only tick the boxes if you have the documents or policies in place, as you may be asked to supply copies to support your application.
- You must have safeguarding policies in place relevant to your organisation and the project you are asking us to fund, even if your project does not directly involve children, young people under the age of 18 or vulnerable adults. You may witness a safeguarding incident and will need to know how to report it, having a safeguarding policy in place will enable you to follow the correct procedure in order to do this.
- Guidance for creating governing documents and policies for your organisation are available from the Council's website and through our partner organisation CVS Cheshire East.
- Your governing documents should be up-to-date and that they reflect how your organisation currently operates. Check that they are signed and dated by your current Chair or other relevant senior members of your governing body, these people must not be related.
- If your project requires planning permission you must have it before you apply. You may be required to send confirmation that planning permission is not required, or that it is required and has been granted.



### Section 9 – Data Protection and Communications

- Read the data protection statement and tick the box or follow the link if you are happy to receive future communications from us such as our Connected Communities newsletter, funding alerts and local area information. We will never share your details with third parties.

### Section 10 – Declaration

- Please ensure that you read the Policy for the Allocation of Early Help and Asset Based Community Development Grants as you will be accepting the terms and conditions contained within that Policy when signing your application form.
- The application form should be signed by both the main contact and secondary contact as detailed in Section 2 of the application form.
- Both signatories of the application form must be over the age of 18.

### Section 11 – Submitting Your Application

- Before submitting your application you must be able to tick all boxes in this section. If you are unable to do so use the contact details below to ask for advice.
- Try to submit your application in plenty of time before the deadline date in order to receive feedback. This is particularly important for the December deadline.
- Applications must be completed in full and received by the application deadline, applications not fully completed, or received after the deadline will either be returned to you or be considered in the following round which may be after your project start date and cause the application to be declined.

### Application forms should be returned :

By post: Early Help and Asset Based Community Development Grants, Cheshire East Council, (Floor 3, Delamere House) C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ

By email: [communitygrants@cheshireeast.gov.uk](mailto:communitygrants@cheshireeast.gov.uk)

Online: Applications can be made online at [www.cheshireeast.gov.uk/communitygrant](http://www.cheshireeast.gov.uk/communitygrant)

If you have any questions concerning this application, or need assistance in completing the form, call 01270 685809 or email: [communitygrants@cheshireeast.gov.uk](mailto:communitygrants@cheshireeast.gov.uk)

### Closing dates for receipt of applications are the last Friday of:

- March
- June
- September
- December

You will be informed of the outcome of your application approximately 6 weeks after the closing date.