

## **Appendix 1 : Wyre Community Lottery grant application process**

Grants of up to £1,500 will be available for local community projects. Applicants must be signed up as a good cause partner on the Wyre Community Lottery website.

**Any application must link with one or more of the following Council priority areas and commitments:**

- Support people to help themselves and live independently in their own homes
- Provide support to those who need it, including our most vulnerable and financially disadvantaged residents and our ageing population
- Improve feelings of safety and work with partners to tackle crime and anti-social behaviour
- Provide opportunities for people to lead healthy and active lifestyles
- Improve the quality of life for individuals by tackling loneliness and isolation
- Build pride in our borough by ensuring our town centres and neighbourhoods are clean, attractive and well looked after
- Work with partners to reduce the risk of flooding to homes and businesses across Wyre
- Provide high quality parks and open spaces for everyone to enjoy
- Consideration will be given to applications that meet any other current Council Plan priority, not listed here

### **Eligibility**

Applicants must be registered as a good cause partner on the Wyre Community Lottery. The funding is available to organisations that are:

- A voluntary and community constituted group with a volunteer management committee with a minimum of three unrelated members that meets on a regular basis (at least three times per year) or
- A registered charity, with a board of trustees, or
- A registered Social Enterprise Community Interest Company (CIC) operating on a not-for-profit basis. (You may be asked to produce copies of your Community Interest Statement, details of the Asset Lock included in your Memorandum and Articles of Association, and a copy of your latest annual community interest report.)

**The organisation must also:**

- Provide local community activities or services within the borough which benefit Wyre residents
- Have a formal constitution or a governing document
- Have a bank account requiring at least two unrelated signatories
- Operate with no undue restrictions on membership
- Have a safeguarding policy for children, young people and vulnerable adults where appropriate.

## **Assessment criteria**

As well as meeting the priorities and aims, the project must also:

- Take place in the Wyre District
- Involve local communities
- Improve quality of life for local residents
- Demonstrate a need for the project
- Be a new project or show how it adds value to an existing project

An organisation may only submit one application per grant round.

Any award must be spent and claimed within 12 months of the offer letter date.

It should also try and demonstrate:

- The group/organisation's previous experience/expertise etc
- Engagement with the local community
- Lasting impact
- Any volunteer contribution

Whilst match funding is not a requirement of this fund, and you can apply for 100% of the cost of your project or activity, any contributions you can make will strengthen your application. This could be Support in Kind e.g. show the cost of your volunteers' time @ £X/hour x 50 hours, or match funding.

If a funding round is oversubscribed, projects will be prioritised in accordance with their scores and they will be assessed against each other. In the event of an influx of closely scoring applications the council will favour applicants that did not receive grants in the previous round/s.

## **What cannot be funded**

- Applications that do not directly relate to the provision of local community activities or services within Wyre
- Groups using the funding to promote a particular religious, faith or political belief or activity
- Organisations which aim to distribute a profit
- Organisations with no established management committee/board of trustees (unless a CIC)
- Private membership based sports clubs, unless membership is open to the general public without restriction e.g. not membership by nomination organisations.
- Schools and educational establishments unless outside of their core offer where it clearly benefits the wider community e.g. Parent and Teacher Association projects

## **Terms and conditions**

Grant recipients will be required to agree to the terms and conditions for grant funding set out below:

## **Appendix A - Terms and Conditions**

### Terms and conditions

The following terms and conditions shall apply:

The recipient organisation will not operate for profit for its members. There will be no distribution of assets or funds from this grant to any individual during the existence of the organisation or on its dissolution.

The recipient organisation shall have a set of rules or articles of agreement with clearly stated aims and objectives or have a formal constitution, be a registered Community Interest Company with a Memorandum and Articles of Association or be a registered or non-registered charity.

The recipient organisation shall have its own bank account.

Except where expressly agreed in writing by the council, the recipient has not committed itself by purchase, contract or other binding agreement to the Project for which the grant is being sought, the council will not fund a project retrospectively. If work has already commenced, you will be unable to reclaim against those costs. You may only place orders once a funding decision has been made and you have signed and sent back your offer letter of acceptance to the council.

The council shall reserve the right to suspend, defer, withhold or clawback any or all the Grant payments and/or require repayment of all of the financial assistance if:

- all terms and conditions of this Agreement are not met in full;
- any information given to the council in connection with the application for the Grant is found to be false or misleading or there has been a failure to disclose any material fact which would have had a bearing on the initial consideration of the application;
- there is a substantial or material change in the nature, scale or timing of the Project;
- the Project extends to purposes other than those specified in the application;
- or
- Grant funding is received from any other source for the same Project that would result in the total eligible project costs being exceeded by funding.

All works and activities covered by the grant will conform to all relevant statutory obligations, by-laws, licences, regulations and consents.

The recipient organisation will maintain adequate insurance covering public liability. Evidence of insurance cover must be produced to the council if requested.

The council reserves the right to require the applicant to comply with any relevant recommendations or requirements imposed on the council by the external auditors or other statutory inspectorate or regulatory body in relation to the grant.

The council reserves the right to use photographs, videos or other promotional material to publicise the grant aid scheme.

The council reserves the right to conduct a site visit to ensure compliance with the terms and conditions of offer and upon giving reasonable notice to the applicant.

Grant recipients shall provide the council with a monitoring report within 6 months from the date of the award and shall subsequently update that report within 12 months from the completion of the project detailing the use to which the financial assistance has been put, which shall comprise tangible metrics or deliverables that may be specific to the project.