

## **SMALL GRANTS SCHEME**



## STEP-BY-STEP GUIDE

## HIGH LEVEL OVERVIEW OF THE GRANT APPLICATION PROCESS: A Grant Application is The Funding team will log the submitted by the group to application onto a budget sheet the Funding Team (FT) (each CP will have their own budget sheet) The appraisal form will be The Funding team will Any questions raised to sent to the relevant appraise the application and the group/applicant will **Community Officer for** be asked for clarification complete an appraisal form comment(s) who will then send it back to the FT Once the appraisal is complete Each CP/Board will (i.e. any queries decide which project(s) to The FT will send out the answered/received back from support. The FT will then **Grant Acceptance (GA) to** the applicant), the FT will provide a summary for the relevant group(s) present to the relevant CP the Cabinet Member with **Board/funding panel** an overview of awarded projects If project(s) have been The Funding Team will, after Once a completed GA is rejected, the FT will send an 12 months, chase the received, the FT will process email notification to the project/group for their the payment on Navision group(s) monitoring report

## ESTABLISHING A SMALL GRANT SCHEME – THINGS TO CONSIDER

- Scheme Funding Authorisation: To establish your small grant scheme an Outcome Proposal
  needs to be written and submitted to the Funding Team for processing and approval by Cabinet
  Member Cllr. Smith. Note that for new financial years, if there is an underspend in the current
  year a new Outcome Proposal is needed to seek authorisation for carrying the money forward
  to the new financial year.
- 2. **Can a Grant Scheme be geographically located?** Yes! As long as the funding is used within the Community Partnership (CP) area.
- 3. **Can it be fixed to address certain projects**? Yes, as long as they address at least one of the CP priorities. The CP can decide how many priorities they want the scheme to address, e.g.:
  - a. Developing opportunities for young people
  - b. Reduce social isolation and loneliness
  - c. Alternative, active and sustainable transport provision
- 4. **Grant Amounts:** The CP can choose what the minimum and maximum amounts are. Typically they normally range anywhere between £250 £2,000. However, the CP has the discretion to award funding lower or higher than the criteria set when reviewing applications or set its own criteria.
- 5. **Timetable for Applicants to apply:** This can vary according to the needs of the CP and how quickly they want to award funding. Typically, a window of between 4-6 weeks is allowed and applicants would be notified of the outcome of their application approximately 4 weeks after the closing date.