

KENNINGTON COMMUNITY COUNCIL PROJECTS AND GRANTS SCHEME

1. The Council on 9 March 2022 hereby creates a Project and Grants Scheme (replacing the Scheme as it has operated since August 2019). The Council will consider proposals which in their opinion are in the interests of, and will bring direct benefit to, the Community Council's area or any part of it or all or some of its inhabitants. The Scheme will be managed by the Projects Assessment Panel (the Panel), a sub-committee of the Finance and General Purposes Committee.
2. Scheme is based on an 'always open' call for proposals, that is, any member of the public, Community Councillor or organisation may submit a proposal at any time. However, if available grant funds permit, twice a year the Panel will produce publicity for the scheme and indicate a date on which the next selection process will start. Any proposal submitted after such a date will be held over to the next assessment round.
3. The following criteria apply to grants:
 - 3.1. No grant may exceed £5000 in total and no organisation may receive more than two grants within a period of three financial years;
 - 3.2. Applicants must be non-profit organisations;
 - 3.3. Applicants for grants in excess of £500 must have a bank account;
 - 3.4. Grants are to be used to support one-off costs (for example capital investment, training costs) and not running costs;
 - 3.5. Timing of payments will balance the protection of public funds with the needs of projects for cash flow; approved grants will normally be paid on evidence of a purchase having been made or an order placed; in the case of large projects, progress payments may be requested;
 - 3.6. Projects may receive grants from more than one source, including other public sector bodies;
 - 3.7. In a temporary exception to para 3.4, a grant in each of the financial years 2021-22 and 2022-23 may support non-salary running costs where a not-for-profit organisation can point to substantial drops in income in the previous or current year, related to the impacts of COVID-19 restrictions; the maximum level of each grant will be £3,500 for any one organisation, with each organisation permitted only one grant per year, and after providing a brief explanation as to why other public sector support schemes are not applicable. This exception will expire on 31 March 2023.
4. Applications will be assessed by the Panel against the criteria in Annex 1; these criteria will be publicised when applications are invited.
5. Applications must be made on the form in Annex 2; where an applicant has made a submission for funding from another public or elected body, that application may be annexed with cross-references to its content, if this will

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simplify the application to this Council. Applications under the COVID-related exception in paragraph 3.7 must be made using the application form in Annex 3.

6. A specified portion of the budget in each year will be reserved for feasibility studies in respect of potential future projects; the Panel may recommend the Council to establish a framework contract for the support of such studies;
7. The Panel may identify categories of project and make indicative allocations between such categories, if it sees fit. This may include an allocation for supporting public works within the Council's boundaries which are led and managed by the Borough or County Council.

Revision History

Version	Date	Comments
0.1	25.07.2019	Recommended by FGP
1.0	14.08.2019	Adopted by Council
2.0	10.03.2021	Addition for 2 years of COVID-related provision allowing inclusion of running costs
2.1	17.02.2022	Scheme description separated from Panel ToR; Council consider
3.0	9.3.2022	Amended and approved in Council

Assessment criteria to be applied by the Panel

Each application will be marked out of 5 (where 1 is poor and 5 is excellent).

1 Extent to which the project realistic and practical as currently described, including cost estimates? [Any proposal scoring less than 3 on this will automatically be rejected]

2 Extent to which the target beneficiary group is one which is seriously underserved in the Community currently (and taking account of any approved projects funded by the Community or Borough but not yet implemented)?

3 Additionality – how crucial is Community funding to the project going ahead and what is the leverage of other funding which can realistically be anticipated?

4 Affordability – Is the Community contribution affordable in the year(s) in question?

5 Financial sustainability – including whether any long-term maintenance costs are likely to be met by a source other than the Community Council? (Council policy is not to take on continuing financial commitments.)

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Kennington Community Council

Project Funding Application Form

1. Individual or Organisation making application

2. If an organisation, is it a **not-for-profit organisation**?

Yes / No

3. Short title (*title by which the project may be conveniently referred*)

4. Full project description (*describe in no more than 15 lines the project; annexes may be attached and you may attach a funding application made in parallel, for example, to Ashford Borough Council*)

5. Target beneficiaries (*Describe briefly the need the project will meet and the group(s) of residents who are expected to use and/or benefit from the project if implemented, mentioning age groups and areas of Kennington; where possible, quantify and indicate timescales*)

6. Full project cost (*attach quotations from key suppliers, preferably two competing quotations*)

7. Contribution requested from Kennington Community Council (*also indicate the financial year(s) in which the contribution will fall*)

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8. **Additional sources of funding** (*Give information on how the project will be funded over and above any Community Council contribution, including public and private sources, and indicate what level of commitment, if any, has been made by those resources*)

9. **Groups making the proposal** (*If there are local groups, businesses or associations who are supporting the proposal, give their names and a point of contacts in each one and attach the most recent financial statement of the lead group*)

10. **Name, address, telephone number and email address of the principal point of contact for the proposal** (*This information will not be used by the Council for any purpose other than communicating about this proposal and the scheme under which the application is made*)

Project Funding Application Form: COVID-related running costs grant

1. Organisation making application

2. Is the organisation a not-for-profit organisation?

Yes / No

3. Is the organisation liable to pay business rates?

Yes / No

4. Has the organisation made an application to Kent County Council, Ashford Borough Council or another public sector body for a grant relating to financial hardship arising from the COVID pandemic?

Yes / No

5. If yes, please provide details of the outcome of the application(s) and the period covered by any support received?

6. Explain how the COVID pandemic and restrictions arising from it have affected your organisation's costs and/or income and why you consider a grant is necessary to allow the organisation to function now?

7. Amount of grant requested, period of operation it would cover and the costs to which it is related (note that the scheme a grant allows for a grant to be awarded in each of the financial years 2021-22 and 2022-23; the scheme does not cover salary costs)

8. Background information on your organisation including recent financial statements: (Describe briefly the membership and/or beneficiaries of your organisation)

9. Contribution requested from Kennington Community Council (also indicate the financial year(s) in which the contribution will fall)

10. Name, address, telephone number and email address of the principal point of contact for the proposal (This information will not be used by the Council for any purpose other than communicating about this proposal and the scheme under which the application is made)

Please note that you may receive requests for additional information from the Clerk or the Assessment Panel. These will be kept to the minimum necessary to allow a decision to be taken on your application.