Corporate Services
Small Grant Fund 2015-16

Application Information and Criteria

THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

It takes all of us

This guide has been produced by the **Community Engagement Team** in the Royal Borough of Kensington and Chelsea.

For more information or any queries, contact:

Online: **www.rbkc.gov.uk/communityfunding**

Email: **communityengagement@rbkc.gov.uk**

Tel: **020 7598 4633**

Corporate Services Small Grant Fund
Eligibility and Grant Criteria

Eligibility

1. For organisations based in Kensington and Chelsea which primarily benefit its residents.

2. For voluntary and community organisations with charitable objectives working in the Royal Borough which meet or contribute to Corporate Services grant priorities (see page 6).

3. Corporate Services is unable to provide a small grant to organisations, services or projects which would ordinarily be funded by Adult Social Care or Family and Children's Services.

Criteria

Grants can normally be awarded for one of the following:

1. Items of equipment

2. To provide some of the costs for community events, outings and festivals

3. To produce publicity material or meet the costs of taking part in events which publicise the organisation's services

4. Volunteer expenses and training for volunteers including Management Committee members

5. Small scale building work that supports the sustainability of an organisation, improves access, facilitates efficient usage, improves the security of Community Centres, and other buildings

6. Unexpected one-off costs that support the sustainability of an organisation which the organisation cannot meet. This does not include meeting known budgetary deficits or funding shortfalls, which will not be met.

Points to take into account when considering an application:

1. The decision on awarding a small grant rests with the Council and there is no appeal process.

2. Funding is provided on a one-off basis and is not renewable.

3. The maximum grant available for applications against criteria 1-5 is £1,500. Up to £7,000 is available for applications against criteria 6.

4. Funding will not be awarded retrospectively.

5. Allow four weeks for the application to be processed.

6. Applications from individuals will not be considered.

7. More than one grant will not normally be awarded to any one organisation in any one financial year and organisations awarded over £1,500 cannot reapply within a two-year period.

8. If applying for a grant for building work the organisation must own the building or have a secure, long-term lease.

9. For community events please supply date and venue.

10. Evidence of costs is required with all applications. If building work is being undertaken there should be at least two quotes, preferably three. As part of the assessment, we will consider if the costs appear reasonable.

11. Grants will not be awarded for ongoing costs; an exception may be made if the application will have an impact on the sustainability of an organisation.

12. If the application form is not fully completed and the necessary supporting evidence not provided then the application will be refused.

13. There will be two rounds of applications during the year. Applications can only be made when funding rounds are open. The fund will close when budgets for each of the rounds have been allocated.

How to apply

Go to **www.rbkc.gov.uk/communityfunding** and click on the **Small Grants Funding** section in order to download an application form. Once completed, please send to **communityengagement@rbkc.gov.uk** once completed.

Remember to include any supporting evidence required.

You will be contacted if there is insufficient information to consider an application. You should allow four weeks for the application to be considered and a decision made. A copy of the Key Decision Report will be made available on **www.rbkc.gov.uk**.

Considering an application

When considering an application the Royal Borough will take into account:

1. Whether or not the organisation meets the eligibility and funding criteria.

2. If supporting evidence of costs has been supplied, and if costs are reasonable.

3. Whether the organisation is financially secure.

4. Whether the organisation's governance is satisfactory.

5. If the organisation has received a grant previously, have they supplied necessary evidence of grant spend e.g. receipts?

Corporate Services Funding Priorities 2015/16

Corporate Services wishes to support voluntary and community organisations that meet at least one of the following priorities:

1) Information and Advice

Aims:

- The provision of high quality general information and advice services; and
- To help people to get the advice and information they need to tackle challenges in their lives.

2) Community Engagement

Aims:

- To support neighbourhood community centres to provide a range of services which respond to and meet local need and demand;
- To support marginalised adults to engage with the wider community by providing advice, awareness raising, social opportunities and one-to-one or group support.
- To ensure an appropriate geographical spread of services across the whole borough and avoid duplication.
- To support community organisations that assist those who find it hardest to be heard, get involved or get organised.

3) Infrastructure and Capacity Building

Aims:

- To ensure a successful voluntary sector by: increasing the level of governance/management, financial planning and service delivery capability in the sector.
- To ensure that leadership and strategic direction is available to the voluntary sector and that the sector is successfully represented at partnership and other meetings.
- To increase the quantity and quality of information about volunteering and to maximise the number of people living or working in Kensington and Chelsea who volunteer.

English
Information from this document can be made available in alternative formats and in different languages. If you require further assistance please use the contact details below.

Arabic
يمكن توفير المعلومات التي وردت في هذا المستند بصيغ بديلة ولغات اخرى. إذا كنت في حاجة إلى مزيد من المساعدة، الرجاء استخدام بيانات الاتصال الواردة أدناه.

Farsi
اطلاعات حاوی در این مدارک به صورتهای دیگر و به زبانهای مختلف در دسترس می باشد. در صورت نیاز به کمک بیشترلطفا از جزئیات تماس ذکر شده در ذیل استفاده کنید.

French
Les informations présentées dans ce document peuvent vous être fournies dans d'autres formats et d'autres langues. Si vous avez besoin d'une aide complémentaire, veuillez utiliser les coordonnées ci-dessous.

Portuguese
A informação presente neste documento pode ser disponibilizada em formatos alternativos e em línguas diferentes. Se desejar mais assistência, use por favor os contactos fornecidos abaixo.

Somali
Macluumaadka dokumentigan waxaa lagu heli karaa qaabab kale iyo luuqado kala duwan. Haddii aad u baahan tahay caawinaad intaas dhaafsiisan fadlan isticmaal xiriirka faahfaahinta hoose.

Spanish
La información en este documento puede facilitarse en formatos alternativos y en diferentes idiomas. Si necesita más ayuda por favor utilice la siguiente información de contacto.

FREEPOST
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