

# AYLESBURYNOW



## **Aylesbury Community Grants Programme Notes and conditions for those applying for funding**

***Please ensure that you have read the notes below before submitting an application.***

### **Level 1 and Level 2 Grant Application Forms**

There are two different levels of grants that are awarded under the Aylesbury Community Grants Programme; Level 1 and Level 2.

Level 1 Grants are for individuals/groups or organisations who are interested in applying for a small grant of up to £500. If you are interested in applying for a small grant, please complete the Level 1 Grant Application.

Level 2 Grants are for organisations who are interested in applying for larger grants of up to £1500. If you are interested in applying for a larger grant, please complete the Level 2 Grant Application Form.

### **Deadline**

For Round 3 grant applications, all completed applications and associated documents must be submitted by 22 April 2016 at 5pm. Any applications submitted after this date will not be considered.

### **Finance**

Anyone who is successful in their grant application will need to provide accurate evidence of expenditure and produce original receipts.

Payment will be made into the group's bank account by BACS or cheque payment.

If you are an individual applying for a grant, payments will not be made to your account but can be paid directly to the suppliers account or via an invoice if the supplier doesn't have an account. The total invoice amount must be more than £100. Invoices must be on company or organisation headed paper, otherwise the payment cannot be processed. Payments can also be made to organisations acting as an accountable body for your application.

If your application is successful, you will receive a funding agreement letter stating the maximum amount of money agreed to be spent on your project. Once we have received a signed copy of this agreement, we will issue payment.

Please note if your grant is over £1000 we reserve the right to split the payment and reserve half until your completed evaluation form is received.

We do advise you to apply for the grant well in advance of your project as it can take several weeks for the funding to be approved and released by the panel.

We encourage groups to seek out alternative sources of funding, as we cannot guarantee a continuation of grant funding.

So that we can support as many groups and organisations as possible, we are unable to consider an application for the same project more than twice in a year.

### **Working with young people and vulnerable adults**

If your project involves working with children or young people who will not be under parental supervision, or vulnerable adults, you and anyone else working on the project will need to have a current and satisfactory Disclosure and Barring Service (DBS) check.

DBS checks will need to be done before the project begins, so please ensure this fits into your timescale. Funding will not be released until the documentation is received. Please note that the process for completing DBS checks can take up to six months to complete.

### **Equal Opportunities**

It is a requirement of funding that all organisations and groups submit an Equal Opportunities or Diversity policy or statement. If your organisation or group does not have one, you will be expected to adhere to Notting Hill Housing's Equal Opportunities Statement, which is enclosed.

### **Who decides if you get the money?**

The Aylesbury Community Grants (ACG) Panel will assess your application and if they feel that it successfully meets all criteria, they may decide to award you a grant. You will receive feedback on your application within two weeks of the panel meeting.

### **Conditions**

If the timescale for the event/goods funded by the grant differs from that in the original application, please contact an ACG panel member to confirm that the money can still be spent. The ACG panel reserves the right to withhold funding at its discretion, until the proposal is reconsidered.

### **What we will not fund**

- The ACG will not pay for your time; it will be considered if professional fees can be paid subject to the best value criteria
- Activities that do not benefit at least 75% of Aylesbury residents
- Only two applications to the ACG may be made in any financial year to ensure that other local groups can benefit from this scheme

**If you have any questions, please contact the Aylesbury Regeneration Team by email at [aylesbury@nhhg.org.uk](mailto:aylesbury@nhhg.org.uk) or by phone on 07826 918347.**