



## Winchester District Small Grant Scheme 2024/2025

### Introduction

The Winchester District small grant scheme is designed to provide small-scale, **one-off grants of up to £1,000** to local voluntary/not for profit groups and organisations for the benefit of their community.

Funding is targeted at activities which require **one-off expenditure** or initial set up/pump priming costs. The grants are available for one-off pieces of expenditure on projects, equipment and other items which will help your organisation to do more, to reach more people, to provide better services or to try something different. Examples of eligible costs include new or start-up equipment, set up costs for new groups, special events and activities.

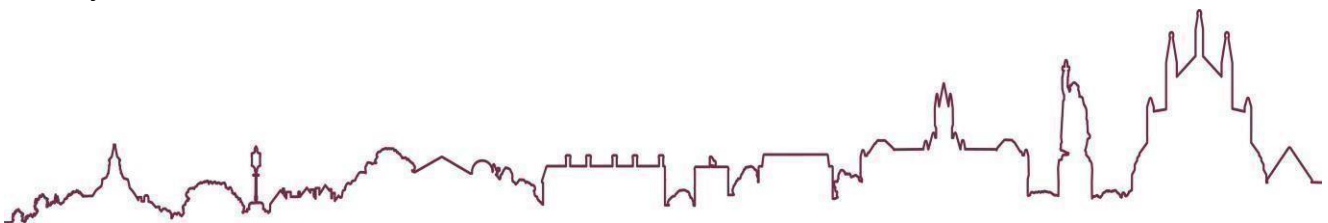
We update our criteria from time to time so please make sure you read the documentation carefully and let us know if you have any queries. The community grants team can help with any questions you have about the scheme and can support applicants to make an application. The team can be contacted by email to [grants@winchester.gov.uk](mailto:grants@winchester.gov.uk).

In addition if you would like to discuss an application in more detail, or if you are a new applicant please contact the Funding & Development Officer: Jane Chuhan, [jchuhan@winchester.gov.uk](mailto:jchuhan@winchester.gov.uk), 01962 848 256.

### Key Dates

- Fund closes to applications: **28 February 2025** or sooner on full allocation of budget

We aim to support organisations throughout the year so the fund is open on a rolling basis with panels held to review applications every 2-3 months. The closing date will be 28 February 2025 or sooner if the budget is fully allocated before this date. Please note this is a competitive fund and is usually over-subscribed.



## Who can apply

Local not-for-profit organisations that operate for the direct benefit of residents of the Winchester District. Please see our [Ward Map](#) for more information. The following organisation types are eligible:

- Local not-for-profit groups
- Community organisations
- Registered charities
- Community Interest Companies limited by guarantee
- Parish Councils

Please note:

- Organisations applying will need to demonstrate community benefit.
- Every group and organisation should have a constitution or documentation which includes a formal decision-making process and aims that are acceptable to Winchester City Council.
- In the case of registered charities they must comply with the standards laid down by the Charity Commission.
- If you are a school/pre-school or an organisation working with one, your activity must benefit the wider community outside of the school/pre-school.

We are unable to fund applications from:

- Commercial organisations
- Community Interest Companies limited by shares
- Individuals
- Organisations whose main objective is to raise funds for other charitable organisations

## What you can apply for – funding themes and priority outcomes

You can apply for a grant to cover the following costs, as long as they help you to achieve at least one of our priority outcomes outlined below.

- One off cost of unique activities or special events\*
- Additional equipment
- Set up costs for new groups
- Marketing material

\*Grants for unique events can be used towards items which will enable the event to take place such as venue hire, signage or equipment hire/purchase. We are unable to fund entertainment and refreshment costs.

We expect competition for these grants to be high and will give priority to organisations whose work supports the most vulnerable people in our communities. Applicants are encouraged to explain how the grant will help their organisation continue to deliver one or more of the council's funding themes listed on our website, with priority given to those addressing more than one of the following themes: low income, isolation, homelessness, mental health, physical inactivity and sustainability.

Organisations applying for funds to support services must demonstrate how the work helps achieve the priority outcomes in the funding themes:

1. Dealing with peoples and communities' needs.
  - Isolation
  - Low Income
  - Homelessness
  - Mental Health
  - Physical inactivity
  
2. Striving for positive change.
  - Digital application, services and products
  - Sustainability, environmental quality, green technologies
  - Creative and innovative
  - Business growth

**We are unable to fund:**

- Local or national appeals
- Student expeditions
- Play areas (eg. large equipment for public playgrounds)
- Activities which are of a political or religious nature, or organisations supporting political activism (we can fund religious organisations if their project benefits the wider community and doesn't include religious content).
- School or preschool projects unless there is wider community benefit
- Replacement or "like for like" equipment/items
- Projects of a statutory nature
- Retrospective funding of activities/projects
- General running costs of an organisation
- Fundraising events/activities for your organisation or others
- Activities/events that make a profit and have no financial need for our grant
- Repeat activities/projects
- Websites

- Projects or activities that have received funding in previous years via this scheme or from other council funds
- Events or activities that charge an entrance fee or a fee to take part (unless there is a provision to include those who might otherwise be excluded due to affordability)
- Professional fees and licenses including feasibility studies, planning fees, permits and event licenses.
- VAT you can reclaim

If you're not sure please contact us to find out what you can spend the grant on.

## Application Process

This is a competitive fund and each application will be assessed against the grant eligibility and criteria. At the time the application is submitted, to enable the council to assess applications fully, all sections must be completed with all the information you wish considered together with all the documents requested.

Applications should be made via the Flexigrant online system and submitted by the agreed deadline found on our website. **Follow this link to apply here now:** [Flexigrant](#). If this is difficult for you we can find an alternative way for you to apply – please contact Jane Chuhan, Funding and Development Officer ([jchuhan@winchester.gov.uk](mailto:jchuhan@winchester.gov.uk), 01962 848256).

There is an annual budget for this scheme and it may close early if the fund is fully allocated before the advertised deadline.

Should your application be eligible and suitable for funding we will invite you to a virtual panel meeting on MS Teams so we can have a brief discussion about your application. You will be advised within a couple of weeks of the meeting if your organisation will receive the funding requested. Please allow approximately 10-12 weeks from submitting your application to receiving a decision. If you require funding in a shorter timeframe, please contact us before starting an application to check whether a decision can be made before your work is likely to commence. We cannot fund activities which are already underway.

Funding decisions are delegated to Winchester City Council's Funding Officer and Corporate Head of Economy and Community. The council's decisions with regards to funding are discretionary and no appeals process is available.

## Eligibility Criteria

In order to be eligible for consideration, applicants must comply with all of the following criteria:

1. Organisations applying for funding must be able to support one or more of our funding themes.
2. Organisations/groups applying for a grant must have a current bank account in the name of the organisation/group. Winchester City Council will not make grant payments to individuals, even if they are an official of the organisation.
3. Activities which have already received funding through this grant scheme will not be eligible for further funding for the same activity in subsequent years. Records are kept of all previous applications and awards.
4. Only one grant from this funding scheme will be given to an organisation in any one financial year.
5. Organisations working with children, young people or vulnerable adults must have a robust protection policy in place and ensure that all active staff and volunteers have undertaken a DBS check. If your organisation does not have the appropriate policies in place, support is available from Community First in the Winchester District. [Home - Community First \(cfirst.org.uk\)](http://cfirst.org.uk)
6. Organisations/groups must be able to demonstrate that they have an open access/equal opportunities approach towards membership, use of their facilities and activities. Groups are required to take reasonable steps to ensure their activities can be made available for as broad a range of people as possible and that positive measures are put in place to remove any barriers to access.
7. Organisations/groups must have the appropriate public liability and employer's liability insurance for the activities they provide.
8. Organisations should have the relevant policies and permissions in place in order to provide their service.

## **Grant Terms**

1. Any spend by the organisation prior to formal notification from the council, will make the organisation/group ineligible for funding.
2. Winchester City Council reserves the right to fund less than the amount requested in the application form.
3. Organisations/groups must not change the use of the grant award and must spend the grant on the purpose for which it was approved unless agreed otherwise in writing by the Funding and Development Officer at Winchester City Council.
4. All grant recipients will be required to publicise the support of Winchester City Council including the use of the appropriate council logo on publicity material. Guidance on this will be sent to successful applicants.
5. All grant recipients will be required to explain how they used their grant within three months of spending the grant. The organisation must submit to the council a short project completion report, to confirm that the money was spent on the approved purpose, or the council may seek to reclaim its funding
6. Payment of grant by the council will be made in advance of expenditure, following formal notification of the grant and receipt of the signed Funding Agreement. Funds will be released in one payment.
7. If grant funding is used inappropriately, or the applicant fails to respect the conditions attached to the grant, the council may demand reimbursement of any funds already paid out or take other measures to recoup the funds.