**Winchester City Council District Project Grant Scheme 2024/2025**

The District Project Grant Scheme 2024/2025 aims to support not-for-profit organisations with the cost of running existing or new projects which to help deliver cohesive, sustainable and resilient communities across the Winchester district. Grants of up to £5,000 are available and organisations are required to secure a minimum of 25% of the total project cost in match funding from other sources.

**Projects should have clearly defined outcomes which meet one of more of the following council priority funding themes**:

Priority 1: Dealing with peoples and communities’ needs

* Isolation
* Low income
* Mental health
* Homelessness
* Physical inactivity

Priority 2: Striving for positive change

* The climate emergency
* Digital application, services and products
* Creative and innovative
* Business growth

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. 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

* Opens: 22 July 2024
* Closes: 30 September 2024
* Applicants notified of outcome: October 2024
* Grant expenditure and reports must be complete and final grant payments requested by 28 February 2025.

**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 m](https://www.winchester.gov.uk/councillors-committees/ward-map)ore 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 can I apply for?**

Grant applications should be between £**1,000 and £5,000** and must be for a **time limited project** that helps you to achieve at least one of our priority outcomes outlined below.

1. Dealing with peoples and communities’ needs.
   * Isolation
   * Low Income
   * Homelessness
   * Mental Health
   * Physical inactivity

1. Striving for positive change.
   * Digital application, services and products
   * Sustainability, environmental quality, green technologies
   * Creative and innovative
   * Business growth

Examples of activities could include:

* Funding to support the cost of running a new project or pilot project
* Funding to continue the delivery of an existing project – in this case you must give examples that demonstrate how you intend to develop your project and demonstrate how you will sustain your project financially in the future. Examples of project development could include:
  + increasing the numbers of people you work with, or working with new participants (or both)
  + extending your activities by working with different communities, new groups or in new areas
  + working with new partners
  + delivering activities or services in a different way such as on-line.
* Funding to help organisations build their volunteer networks e.g. publicity, training costs, admin to support volunteer recruitment.
* Contributions to a large-scale project will only be considered if this grant would complete your fundraising target.

Examples of the types of costs that will be considered include (list is not exhaustive):

* Purchase of equipment or materials.
* Costs that enable an activity or event to take place (e.g. venue hire, equipment rental, publicity costs).
* Staffing costs will only be considered if these are additional time limited costs incurred as a direct result of delivering your project. We can’t support salaries for existing staff usually covered by other income.
* Applications that consist only of staffing costs will not be considered.

**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.
* Project activities 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
* 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 these 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

# Application Process

This is a competitive fund and each application will be assessed against the grant eligibility and criteria, and scored using the Grant Scoring Matrix published here and on the [council’s website.](https://www.winchester.gov.uk/grants-for-not-for-profit-organisations/project-grant-scheme)

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](http://winchester.flexigrant.com/).

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).

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.

1. 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.

1. 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.

1. Only one grant from this funding scheme will be given to an organisation in any one financial year.

1. 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 [Help for groups - Community First (cfirst.org.uk)](https://www.cfirst.org.uk/help-for-groups)

1. 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.

1. Organisations/groups must have the appropriate public liability for the activities they provide and employer’s liability insurance.

1. Organisations should have the relevant policies and permissions in place in order to provide their service.

# Grant Terms

All grant recipients are expected to enter into a grant agreement with Winchester City Council which includes the following terms:

1. Any spend by the organisation prior to formal notification from the council, will make the organisation/group ineligible for funding.

1. Winchester City Council reserves the right to fund less than the amount requested in the application form.

1. 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.

1. 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.

1. All grant recipients will be required to explain how they used their grant by 28 February 2025. The organisation must submit to the council a short statement of project completion, to confirm and evidence that the money was spent on the approved purpose, or the council may seek to reclaim its funding.
2. Payment of the grant by the council will be made in two parts, with 50% paid following formal notification of the grant and receipt of the signed Funding Agreement. The remaining 50% will be paid on receipt of satisfactory evidence of expenditure pertaining to the overall project in line with the grant award by 28 February 2025. An end of grant report must be submitted within the stipulated timeframe.

1. If grant funding is used inappropriately, is not used, 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.
2. Funding decisions are delegated to Corporate Head of Economy and Community. The council’s decisions with regards to funding are discretionary and no appeals process is available.