

**Derbyshire County Council**

**Grant Funding Prospectus  
2022-2023**

## 1. Introduction

Derbyshire's communities are better places to live thanks to the commitment of local people who care for each other, run local clubs and events and are passionate about improving where they live.

The support local groups, enterprises, agencies and organisations offers to communities and individuals through increasing residents social and cultural opportunities plays a vital role in keeping people active, connected to others, improving health and wellbeing and providing a safety net for people during times of difficulty. Much of this activity is not driven by the Council but by local people responding to community needs. We want to ensure that communities this context continue to thrive.

We know that the people in local communities have great ideas about what would make where they live better and we want to help them make this possible by providing grants which support local organisations to turn good ideas into activity and projects which make a difference. We want to build on the strengths of people and communities across the county and support projects that provide the chance for all residents to feel fully part of the areas in which they live.

## 2. Our strategic grant funding priorities

The objective of the strategic grants programme is to deliver positive change that is built around communities and people. The new approach will distribute grants based on an outcomes model and will enable communities, organisations and groups of people to be innovative and creative, whilst securing improved outcomes which meet the ambitions set out in our Council Plan 2021-25.

### Our strategic outcomes

Our five strategic outcomes, as set out in the Council Plan, are as follows:

1. Resilient, thriving and green communities which share responsibility for improving their areas and supporting each other
2. Happy, safe and healthy people, with solid networks of support, who feel in control of their personal circumstances and aspirations
3. A strong, diverse and clean economy which makes the most of Derbyshire's rich assets and provides meaningful opportunities for local people to achieve their full potential
4. Great places to live, work and visit with diverse cultural opportunities, and a healthy and sustainable environment for all
5. High quality public services that work together alongside communities to deliver services that meet people's needs

All grant funded activity will need to demonstrate how it meets one or more of the outcomes

### **Our Grant Funding Priorities 2022 and 2023**

During 2022 and 2023 we will be looking to grant fund projects or activities which support residents and/or communities to:

- Feel safe and included in their local community (contributes to outcomes one and two)
- Promote positive behaviours amongst young people (contributes to outcomes one, two, three and five)
- Be green and sustainable (contributes to outcomes one, three and four)
- Increase civic participation and deliver community identified priorities (contributes to outcomes one and five)
- Be physically active and make positive lifestyle choices (contributes to outcomes two and five)

We would like to hear from communities and groups of people about their ideas to change people's lives in Derbyshire and the activity and projects which will make a real impact on the ground. To ensure that our strategic outcomes are being met, we expect projects to meet at least one of the priorities outlined above in order to be eligible to receive funding from the programme. Projects that can demonstrate that they meet more than one priority will be eligible to apply for higher levels of funding.

A strong focus on outcomes will be important in determining the response and recovery from COVID-19 over the life of this grants programme, and therefore projects which target those experiencing disproportionate challenges as a result of the pandemic or face multiple disadvantages will be prioritised. This will be determined through the application and assessment process.

## **3. Key Information**

The funding allocation for the 2022 and 2023 will total £1.5 million and funding will be distributed across the five priorities as outlined above. Projects, activities and programmes can be supported for a maximum of two years. Application amounts should be totalled over the life of the grant. In line with the new Grant Funding Framework, the following categories of funding can be applied for.

### **Small grants up to £1,000**

Applications for these grants can be submitted at any time as part of an open process. Activity must meet one or more outcome and one or more priority.

### **Medium grants from £1,001 to £20,000**

Applications for these grants will be considered every three months. Activity must meet two or more outcomes and one or more priority.

### **Large grants from £20,001 to £50,000 and exceptional grants of more than £50,000**

Applications for these grants will be considered every six months. Activity must meet two or more outcomes and two or more priorities.

Deadlines for applications are specified in section eight.

#### **To apply**

Applicants are required to complete the online application form available through our website and submit it by the stated deadline. We cannot consider applications unless all the requested information outlined in the Framework is supplied.

Applications will be scrutinised and subject to a formal approval process and due diligence checks prior to award.

The Derbyshire Grants Board reserves the ability to further ringfence of this fund to support activity which meets specific priorities and/or communities, to support equity of provision where no applications of sufficient quality are received.

## **4. Developing a project**

The Council receives more applications than it can fund and as such will be looking for applications which have the biggest impact locally and which can contribute the most to the Council's priorities.

The following pre-application questions should be considered by all applicants before an application is completed. This will enable applicants to demonstrate why the project is required, the potential impact of the project on the local community whilst highlighting the need for the proposals:

1. What outcomes will focus on achieving and how do you know these are priorities in your community?
2. What will your project seek do and how will you work to make an impact on your chosen priorities?
3. What will you look to strengthen or build upon within your local community?
4. How will your community be in an improved position when your funding ends?
5. Why do you think your proposal will create positive changes?
6. What outcomes will you expect to see if your work is successful?
7. How will you evidence to us that your project has been successful?

#### **Tips**

- Think about each question **carefully** and **be realistic**
- Ensure your application provides **sufficient detail** for us to know what it is you will deliver with the grant
- **Be specific** about what you will be spending the grant on. Break down how the

- grant would be spent to enable the project to take place
- Remember this is about **making a community impact** and not about your organisation
- Projects that are applying for medium and large grants will be required to provide much more information proportionate with the amount of money being requested.

## 5. Sustainability and Financial Risk

The Council is committed to funding organisations in a fair and responsible way. Grant funding should enable those in receipt of funding to go from strength to strength rather than become dependent on funding and vulnerable to changes should funding priorities change. This is about being responsible for the way we use grant funding and that communities are in a healthier and more resilient position than before.

Grants within this strategic programme should not be considered an ongoing funding stream beyond the agreed period and it is important that grants are awarded in a way that ensures that the activity or the impact of grant funded activity is sustained.

For small amounts of funding, the Council may be content with projects being one-off or only lasting for a finite period of time, but for larger awards, the Council will be keen to understand how funding will have lasting community impact or how activities will continue after the initial funding has been secured.

The grant assessment process will have specific criteria relating to impact and sustainability and therefore projects which have a clear and realistic plan for the future are likely to obtain a higher assessment score and as such are more likely to be funded.

Additionally, for any grant above £1,000, funding which exceeds 25% of an applicant's annualised income will trigger a risk assessment regarding financial sustainability. The Council has a duty of care to ensure that grant recipients are not financially dependent on one source of funding.

This does not mean that funding will be automatically withdrawn but that risks are managed. It will be down to officers to discuss these risks with the grant recipient.

## 6. Monitoring and evaluation

Monitoring and evaluation is something we take seriously at the Council. This has a dual purpose:

- For the Council, this is to ensure that public funds are protected and provides value for money and;
- For applicants, to ensure that they are supported and advised on what to do if things do not go to plan.

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The Council has worked hard to develop processes to support organisation to effectively monitor their projects and to let us know how things are going. We know that monitoring and evaluation is difficult and takes valuable time away from your important work.

This is why we will only ask for information that is necessary to understand how funding has been spent and what has been achieved. As such it is important that these are submitted to us, when asked, in a timely fashion.

If your application is successful you will be contacted by the Council who will, outline the requirements and conditions of grant payment, explaining your obligations to us as a funder.

All those in receipt of a grant will be required to fill out a monitoring/evaluation form at the completion of the project. The extent of the detail needed in this will be proportionate to the size or circumstance of the grant, outlined in the monitoring framework set out below.

Forms will be reviewed to ensure adequate monitoring evidence has been submitted. The Council may contact grant recipients for more evidence or clarification if required.

### **Evidence of spend**

Recipients will be required to keep any evidence of spend for audit purposes. These will then need to be submitted to the Council online with original copies produced on request. These can be in the form of invoices, receipts, proof of purchase etc. Evidence cannot predate when the grant was awarded. These can be uploaded periodically to our database and stored easily.

### **Regular contact**

We are committed to keep in regular contact with those we fund. Dependent on the size of the grant, regular contact will be maintained to support with any issues that may arise. This will be in the form of emails, phone calls and for larger grants, site and/or project visits. These will be planned from the start of the project. Recipients will be obligated, within reason, to make every effort to maintain contact.

### **Project plan reviews/progress reports**

Larger projects, programmes or activities will be subject to a project plan review or progress report. These will be required at set times during delivery, which will be outlined at the start of the grant.

These touchpoints will be an opportunity to look at the original bid document and evaluate how delivery is progressing both in terms of timescale and spend, how the project will progress and whether the project is on track.

Where appropriate, a decision can then be taken on next steps.

## **Monitoring Framework**

Different levels of monitoring information will be required depending on the size of the grant.

Small, medium, large and exceptional grants will be required to provide the following monitoring information:

- Confirmation of spend
- An itemised list of purchases
- Receipts/Invoices evidencing spend
- Measurable activities
- Main community benefits and the difference it has made
- Photos or videos

Medium, large and exceptional grants will also be required to provide:

- Outputs and Key Performance Indicators (KPIs)
- Indication of how outcomes have been met

In addition, large and exceptional grants will also be required to provide:

- Case studies and resident/user feedback
- Equality and diversity information
- Sustainability
- Lessons Learnt
- Examples of publicity and social media

## **7. Grant funding and payments**

Upon approval of an award every grant recipient will be contacted by the Council about the success of their application. This will also provide the opportunity to outline next steps in relation to payment and information required to progress. As a minimum all grants awarded will follow our Corporate conditions of Grants and/or Corporate Service Level Agreements signed by the applicant and the Council will require submission and confirmation of the applicant's bank details with at least two signatories on the mandate.

Payment of grants will be made by BACs directly into a bank account once relevant information has been returned. At the end of the project, recipients will be asked to complete a simple monitoring form and therefore will be expected to provide evidence on how the grant has been spent.

### **Conditional payments**

Applicants may also wish to get approval for support to be used as, or to underwrite, 'match funding' for a project. Successful match funded project bids should understand approval as an intended commitment 'in principle'. If match funding is still to be sought, the Council will not release funds until all monies are in place.

Conditional payments usually fall under one the following examples (please note this list is not necessarily exhaustive):

- **Match funding** - The Council will support applications which either require match funding or make up the necessary proportion of match funding for another grant fund. Funding will not be released by the Council until proof of match funding is submitted.
- **Permission** – Applicants may require relevant permissions to proceed with a project before it can commence. This could be permission of use or planning permission for example. Funding will not be released by the Council until proof of permission is submitted.
- **Start-ups** – Funding may be used to incept a group, organisation, enterprise or charity. Funding will not be released by the Council until proof of a bank account and formal constitution is submitted. This may include contacting the local CVS to ensure that the organisational model is sound and appropriate.

Any proof required in order for funding to be released would need to be attained within three months of a successful application.

### **Milestones**

There may be scenarios which mean it is necessary for the Council to spread any grant payments over a specified time period, or on the project reaching specified milestones. For large awards, it may be likely that payments are made across the life of the project, rather than all up-front at the start. These payments would be made when certain outcomes have been achieved.

The conditions by which recipients can receive the payments, the value of the payments and when they can be expected will be outlined in the grant agreement. A report may have to be submitted to the Council in order to release further funds.

## **8. Deadlines**

**Small grants** can be awarded at any time as part of an open process. Applicants will be notified of the outcome within three weeks of application.

**Medium grants** are awarded every three months and applicants will be notified of the outcome within four weeks of the deadline. Deadlines for applications are:

- 30 April
- 31 July
- 31 October
- 31 January

**Large and exceptional grants** are awarded every six months and applicants will be notified of the outcome within six weeks of the deadline. Deadlines for applications are:

- 30 April
- 31 October

It takes time to process, assess and make decisions on applications as well as



time to set-up organisations on financial systems to enable grant payments to be paid.

Applicants must consider how long applications may take to be approved, where there are assessment rounds, and be realistic in their timeframes for delivery. For example, if grant funding is being sought for a time critical project, on a specific holiday for example, then applications would need to be submitted for the application round preceding that holiday.

## **9. Submitting an application**

Prospective applicants should submit their bid by email, we are unable to accept paper copies of applications for medium, large and exceptional grants.

All applicants will utilise a common application form, indicating which priorities they seeking to meet and whether they are applying for a small, medium, large or exceptional grant.

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