

Do you have an idea for a community project in your neighbourhood?

Small Community Grants

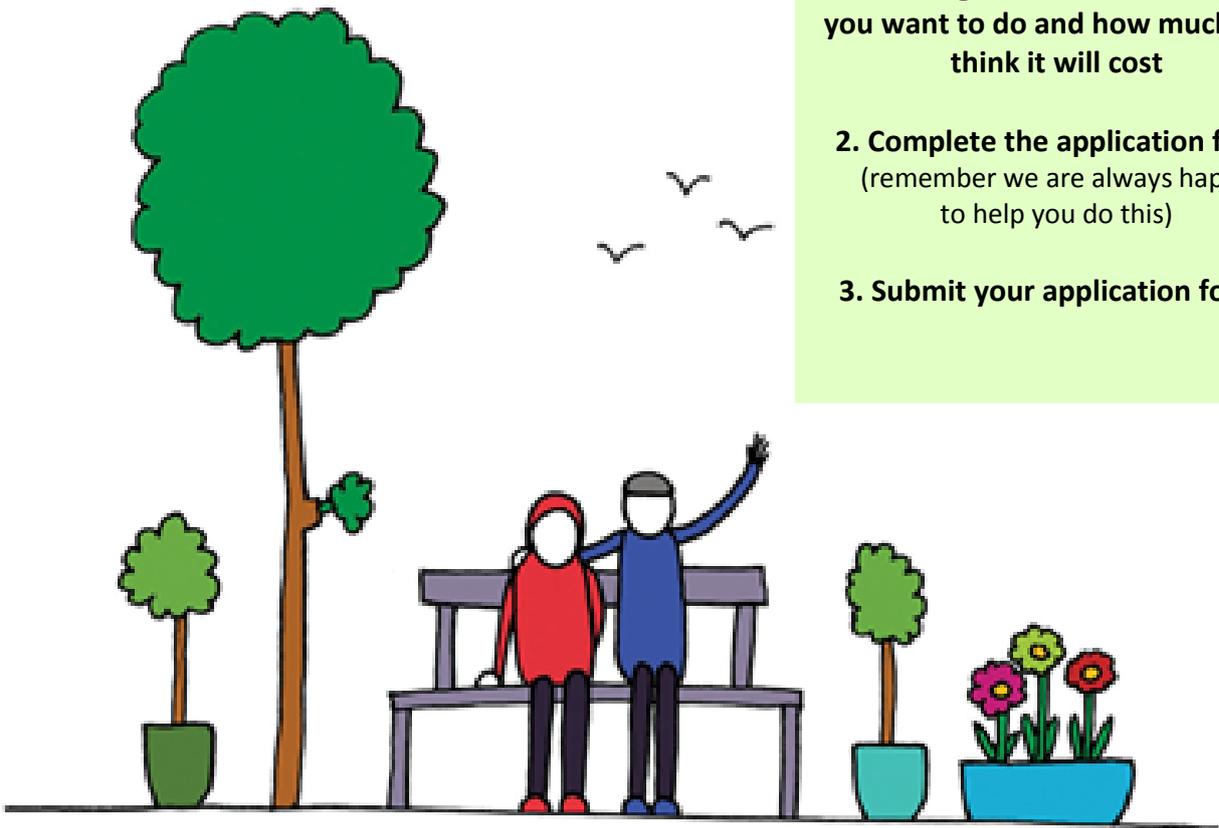
of up to **£250** are available for local projects **NOW!**

- Are you a GYCH tenant?
- Would you like to start a new club in your area?
- Do you run a group in your area that could benefit from a funding boost?
- Have you got a community project idea buzzing round in your head and the only thing stopping you is the cost?

If yes, then we want to hear from you!

The next steps are easy:

- 1. Get together and decide what you want to do and how much you think it will cost**
- 2. Complete the application form**
(remember we are always happy to help you do this)
- 3. Submit your application form!**



If you have any questions, or would like an application pack, please contact us via email on participation@great-yarmouth.gov.uk or by calling 01493 846219

N.B. Funds are only available for GYCH tenant led community groups or projects



GREAT YARMOUTH
COMMUNITY HOUSING



GUIDANCE FOR APPLICANTS

About the Small Community Grants

Are you a Great Yarmouth Community Housing (GYCH) tenant with a community project idea for your area or community? Or are you a member of a local tenants'/community group, which would benefit from a funding boost to enable you to continue your work in your neighbourhood?

If so, help could be close at hand through this new grants scheme. *Great Yarmouth Community Housing has a limited number of **grants of up to £250** to spend on projects that benefit local tenants and communities and get more people involved in local activity.*

Criteria

Grant funding should **primarily** benefit tenants living in GYCH/Council homes, but can also benefit people in the wider neighbourhood and community (as long as the majority of people are GYCH tenants).

Projects must meet at least one of the following three criteria:

- 1. projects that bring people together** *e.g. community events*
- 2. projects that create neighbourhood pride** *e.g. communities turning a dull space into a community garden*
- 3. projects that support communities to grow stronger** *e.g. starting a tenants and residents association or a youth club*

N.B. The applicant must be a GYCH tenant

How to get a Grant

This is very straightforward. Think about your idea and how much it will cost, and then fill in the application form. Once submitted, your application will be reviewed by *a group of GYCH tenants and staff*. A decision on the applications will be made on a rolling basis until the funds are all allocated, so you can submit your form at any time.

Questions and Answers

What can the funds be used for?

We are open to ideas, so it could be for almost anything within your neighbourhood! Whether it be equipment for your local youth group, starting a parent and toddler coffee morning or an older

people's lunch club, running a book group or gardening club, there are no limits to the type of group or tenant led project that could be eligible for funding.

What it can't be used for...

All grants will be considered individually. However, *we are unable to fund* groups that do not primarily benefit GYCH tenants, projects with an exclusive religious focus, or projects that have already been funded. Funds can not be used to pay debts.

Who can receive a grant?

Grants are intended for tenant groups; like informal groups of tenants and residents, or community groups. Money can only be paid to an organisation - either an official community group with its own bank account, a registered charity, or an organisation with a recognised legal status. Individuals or groups without an account can still apply for a grant, but payments must be paid through another organisation, eg. through your local Community Association/Youth Club, etc. Please ensure you have gained permission from the organisation before applying. GYCH can also hold the funds on your behalf in some circumstances!

Is there a limit to the grant I can request?

Yes, projects can receive up to £250. A grant may be given to fully or partly support a request. Only one grant is available per group/project per year, so please think carefully about your application.

When does the money need to be spent? Is there a time limit?

Funded projects or activities must have started within 6 months of the money being awarded, and be completed within 12 months.

My project would help people in my housing area but is not physically based there. Can I still request funding?

Yes, funding can be awarded to an activity outside a GYCH housing area if it can be demonstrated that people from within the GYCH housing area would directly benefit, and that GYCH tenants are the majority of beneficiaries.

My project is already running – can I request funding?

Yes, if there are still activities which require funding.

Can I get help to plan my project, and help to fill in the form?

Yes- free help is available.

Contact Hilary on telephone 01493 846219 or email participation@great-yarmouth.gov.uk and she will be able to introduce you to your dedicated Community Development Worker.

*We **strongly** advise you to do this before submitting your completed application as incomplete forms can result in no funds being awarded.*

Can a statutory organisation make a request?

No. The grants are only available for small tenant groups, informal groups of residents, or community groups, e.g. gardening clubs, youth groups, residents associations, a group of people with an idea for an improvement in their area. However, we do encourage partnership working to get bigger and better outcomes for all.

When should I submit my form?

Forms can be submitted at any time, and will be looked at on a rolling basis by the appraisal panel. Completed forms should be emailed to participation@great-yarmouth.gov.uk, or sent to Small Community Grants, Hilary Rickwood, Great Yarmouth Community Housing, Greyfriars House, Greyfriars Way, Great Yarmouth NR30 2QE.

What records do we need to keep if we receive a grant?

You will need to obtain and keep (for a period of three years) evidence of everything you spend for audit purposes. This includes all invoices and receipts.

What will we need to do if we are successful?

You will need to provide us with information showing how the grant was used and how effectively it met the aims outlined in your application form.

You will need to fill out a short monitoring form and include any other material such as newspaper/press clippings, posters and photos of the project.

To celebrate the success of the projects we will aim to use any images and detail provided in our Tenant Magazine and other GYBC publications.

**For more information please contact us via email at participation@great-yarmouth.gov.uk , telephone 01493 846219, or by post to
Small Community Grants, Hilary Rickwood,
Great Yarmouth Community Housing, Greyfriars House,
Greyfriars Way, Great Yarmouth NR30 2QE**

Small Community Grant application form

Help is available to fill in this form. Please see page 2 of the guidance notes for details.

Prompt notes for completion of this form appear in blue. Please provide as much detail as possible when you complete the form.

1. About you	
Name of your group:	<i>e.g. this can be a community group, residents association or even a group of friends</i>
Your group's current activities:	<i>Tell us what you do <u>at the moment</u>, e.g. run a youth club, organise weekly bingo, gardening, (or leave blank if you are a new group!)</i>
Main contact person Name:	<i>NB. <u>This person must be a GYCH tenant</u></i>
Email address:	
Telephone:	
Full postal address and postcode:	
Your group's bank account details:	<p><i>Don't worry if you do not have a group account, as the project can still receive funds. We can work with you to do this. <u>Please note, we cannot accept personal accounts.</u></i></p> <p>Account name:</p> <p>Sort code:</p> <p>Account number:</p>

2. About your project

What is the name of your project?

What is your project or idea?

Tell us what it is you want to do! Please provide as much detail as you can.

Projects must meet at least one of the following criteria. Please tick all boxes that apply to your project:

1. Projects that bring people together, e.g. community events

2. Projects that create neighbourhood pride, e.g. communities turning a dull space into a community garden

3. Projects that support communities to grow stronger, e.g. starting a tenants and residents association or youth club

Why is it needed?

Please tell us why you think this project is needed?

<p>When will the project start?</p>	<p><i>Tell us when you hope to start your project (e.g. month)</i></p>
<p>Where will your project take place?</p>	<p><i>This can be big or small, e.g. your whole estate, your village, your street, your close, your community centre etc. Please provide as much detail as possible.</i></p>
<p>What will you and others in the group bring to the project?</p>	<p><i>Tell us what you (and your group) are <u>good at</u>, that will help you achieve your project, for example: talented gardener, good cook, youth leader, active volunteer, good at organising etc.</i></p>
<p>Who will benefit from the project?</p>	<p><i>Please be as specific as possible, e.g. our project will benefit families with young children who live on the Magdalen Estate, etc.</i></p>
<p>How many people in total will benefit from your project?</p>	<p><i>Please be as accurate as possible.</i> <i>N.B. Please remember projects <u>must primarily benefit GYCH tenants</u></i></p>
<p>How many of the above people are GYCH tenants?</p>	<p><i>Please be as accurate as possible.</i></p>

Is there anything else you would like to tell us about your project?	
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How much money are you applying for from this fund?	<i>We will need a basic budget, or shopping list, for what you need and a price for each item.</i>	
	How much will your project cost in total	£ .
	How much are you applying for from us? (max £250.00)	£ .
	How will you raise any remaining funds needed?	£ .

Please include your shopping list for the items you wish to purchase with this Small Community Grant.	Item	Price
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
		£ .
Total Amount Requested	£ .	

Declaration
 Before signing the declaration, make sure that you have completed all details on the form and that you are satisfied that you can use the money in the way you said you could.

I confirm I am a Great Yarmouth Community Housing/Council tenant and am an authorised representative of the group making this application. To the best of my knowledge the information I have provided on this application form is correct. If Great Yarmouth Community Housing provides funding, this will be used exclusively for the purpose described on this form. I have read and understood the terms and conditions.

Name: **Date**

**Submit your application form via email to
participation@great-yarmouth.gov.uk or by post to
Small Community Grants, Hilary Rickwood,
Great Yarmouth Community Housing, Greyfriars House,
Greyfriars Way, Great Yarmouth NR30 2QE**

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Small Community Grants terms and conditions

This application is submitted on the clear understanding that:

- 1) No work may be commenced until written approval has been received from the Council.
- 2) The majority of residents in the immediate area agree to this request.
- 3) No permanent footpaths/paved areas may be removed.
- 4) No work undertaken may restrict the access for authorised contractors; cause a hazard to any person accessing the communal area or a nuisance to any residents.
- 5) Communal areas not maintained to an acceptable standard will be cleared and reseeded at the Council's discretion subject to notification.
- 6) No permanent structures may be erected.
- 7) Communal areas remain in the ownership of the Council and do not form part of your tenancy.
- 8) **Permission is valid for 12 months from approval date.**

Conditions of the funds are:

1. That you spend the grant for the project stated and will notify Great Yarmouth Borough Council immediately if you have concerns with spending your grant monies or are unlikely to be able to spend the grant allocation.
Eligible expenditure does not include:
 - Contributions in kind
 - Payments of activities of a political or exclusively religious nature
 - Depreciation, amortization or impairment of fixed costs
 - Input VAT reclaimable by GYBC from HM Revenue and Customs
 - Interest payments or service charge payments for financial leases
 - Gifts other than promotional items with a value of no more than £10 in a year to any one person
 - Entertaining
 - Statutory fines, criminal fines or penalties
2. That you acknowledge the grant aid from GREAT YARMOUTH COMMUNITY HOUSING in any publicity material produced and that you actively provide reports/updates to the nominated GYBC officers.
3. That you make sure you have adequate insurance cover, where appropriate, including:
 - Any equipment that you buy or hire with all risks cover if it's mobile
 - All staff and volunteers
 - Full public liability cover for your activities
4. That you make sure that you have appropriate and up-to date policies and procedures including those relating to:
 - Working with volunteers
 - Criminal record checks
 - Working with vulnerable adults and young people
5. You acknowledge that Great Yarmouth Borough Council is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and shall assist and co-operate with Great Yarmouth Borough Council (at your expense) to enable us to comply with these information disclosure requirements.
6. You shall comply with any notification requirements under the Data Protection Act 1998 (**DPA**) and both parties will duly observe all their obligations under the DPA, which arise in connection with the agreement.
7. You shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.
8. You shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the project.
9. This agreement shall not create any partnership or joint venture between Great Yarmouth Borough Council and you, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.