



Community Grant Fund Criteria & Guidance

The Council has allocated £42,000 to distribute to resident and voluntary sector groups under this grant programme. Within this programme grants are available for up to £5000 however certain limitations are in place, so it is important that you read through these criteria carefully to determine the maximum your group is allowed to apply for.

We can fund:

- Both revenue and capital costs.
- Funding can be used to 'match fund' with other grants but this is not necessary for this programme.
- Room hire for Council buildings.

We cannot fund (any applications received for any of the following will not be considered):

- Things that only benefit you as an individual.
- One off event's including, for example, annual fun days or day trips.
- Food and drink.
- Religious/faith activities.
- Illegal activity or that not adhering to government guidelines.
- Uniformed groups or football teams.
- Sole traders.
- Things paid for before a grant is approved.

All grants awarded must contribute to Middlesbrough Councils objectives.

Up to £250

If you are a group of residents or small community group from Middlesbrough, you can apply for up to £250 for ideas that make things better for your area or the people living there. We will call what you want to do a project, and this can be big or small depending on what you want to do but must have high involvement and ownership by the community. Ideally projects will have a long lifetime some examples include equipment for volunteers or small community run groups such as mother and toddler sessions, walking groups, social groups combatting loneliness and isolation etc; a bench or improvement to outdoor community spaces.

- Applicants must be over 16 years of age.
- This is only available to resident and small community groups based in Middlesbrough.

- You do not need to be constituted or have a group/project bank account to apply for up to this amount; arrangements are in place for those groups of people who do not have the latter to have access to one.
- Funding is to make a difference to local areas and people, so can fund anything you feel can do that, from equipment to activity. However please note that we are looking for things that will make a real difference and have long term impact.
- You can apply online using the e-form or by submitting a video telling us about your project, what you want to do, how much it will cost and how we can contact you.
- This is a nonrecurring programme so you can only apply for funding for the same project once.

Up to £1000

If you are a more formal group, you can apply for up to £1000 to deliver specific projects. This funding is meant as a steppingstone to applying for funding from elsewhere and not as recurring funding. For example it might be a brand-new project you want to try as a pilot, it might be an existing project that is growing so needs you to learn about applying for grant funding or it may be a one off grant to fund new equipment.

1. The group applying for this amount of funding must be constituted or have a set of rules which demonstrate they operate for charitable, benevolent or philanthropic purposes. If you don't have these in place the maximum you can apply for is £250; please see above.
2. You can apply for any amount up to and including £1000.
3. This funding aims to fund specific projects and must benefit the people of Middlesbrough; if your project covers a wider geographic area you will need to say how those from other towns are being funded.
4. The project must encourage community participation and activity.
5. The group must operate to equal opportunity principles.
6. The applicant group must have appropriate policies and procedures in place.
7. The group must have accounts and appropriate financial systems in place.
8. The group must have a bank account in the group's name.
9. The project for which funding is requested must clearly demonstrate how it contributes to Middlesbrough Council's priorities.

Up to £5000

In exceptional circumstances we have a small amount of grants we can allocate up to the maximum available of £5000.

1. The group applying for this amount of funding must be constituted or have a set of rules which demonstrate they operate for charitable, benevolent or philanthropic purposes. If you don't have these in place the maximum you can apply for is £250; please see above.
2. It is recommended that you speak to the grants officer prior to applying for this amount.
3. This is none recurrent funding and will not be approved for a project on an ongoing basis. It is aimed at supporting organisations that find they have an unexpected gap in funding where a grant from another funder has been approved but later than current funding finishes; to cover unexpected emergencies where alternative funding cannot be identified; to pilot projects that cover an identified gap in provision in the town.

TERMS AND CONDITIONS

1. Middlesbrough Council logo must be used in all publicity and promotional materials related to the funded project.

2. Groups will not normally receive more than one grant in a single year.
3. Monies must be spent within a specified period once the grant has been awarded. If there is a delay, a request to extend the period must be made in writing.
4. Grants can only be spent on what has been agreed; requests to change this must be made in writing and approved in advance with the grants officer.
5. Any monies not spent by the end of the project must be returned to Middlesbrough Council.
6. Projects must participate in any publicity requested by the Council communications team. Please note you must inform any members of your group/participants in publicity of the council's privacy notice, see below. Public tasks power to promote activity of interest to the community. Privacy notice given to participants, and parents/carers of children or people with learning disability.
7. Privacy notice – <https://www.middlesbrough.gov.uk/data-protection-and-privacy/privacy-notice/privacy-notice-community-grant/>
8. Projects must act responsibly when collecting data and, as data controller, must ensure adherence to GDPR.
9. Projects must provide evidence of expenditure, including any receipts, within three months of the grant finishing. Any extension to the three-month period should be made in writing. Failure to do so could result in recovery proceedings.
10. In the event of the group being dissolved or the project being shelved, Middlesbrough Council reserves the right to decide the future of any assets or equipment purchased with the grant and request all unspent monies returned.
11. All successful applicants will be required to attend a training session on findafunder – this will help you know how best to use the site, provide you with a live report showing funders to approach for your project chosen, gives tips and advice on contacting funders and completing applications and link you in with support from MVDA.
12. All grant funded projects funded must be registered and have 'live' status on the Middlesbrough Matters website.
For help to register contact: caremattersdirectory@middlesbrough.gov.uk

Decision Making Process

All grant applications will be assessed by the grants officer and a report produced; you may be contacted for more information if this is required.

This report will go to a grant panel for decision making. The panel meets once a quarter so please make sure to get your application in on good time.

There are three potential outcomes: approved/not approved/deferred. You will be informed of the decision by email. If deferred, you will be contacted for more information on your project.

This is a democratic decision-making process with each panel member having an equal vote and the final decision standing. You may ask for feedback from the grants officer on why a decision was made regarding your application.

PLEASE NOTE

Any information you provide within this application may be shared with other local funders.

Privacy notice: <https://www.middlesbrough.gov.uk/data-protection-and-privacy/privacy-notice/privacy-notice-community-grant/>

Middlesbrough Council will not support applications for any community grants from individuals/organisations who engage in activities which promote narratives inciting individuals into supporting terrorism; or are vocally or actively calling for the death of British armed forces or oppose fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs; and that risk drawing people into terrorism or are otherwise unlawful.