

## **Appendix A**

Appendix A contains the following information:

Page 2- BH Coastal Lottery Small Grant Scheme eligibility criteria and application process;

Page 5- BH Coastal Lottery Small Grant Scheme application form; and

Page 9- BH Coastal Lottery Small Grant Scheme terms and conditions.



## **BH Coastal Lottery Small Grant Scheme**

[www.bhcoastalottery.gov.uk](http://www.bhcoastalottery.gov.uk)

### **Eligibility Criteria for the Small Grants Scheme**

**Projects must have strong volunteer and/or resident involvement.**

BCP Council is committed to promoting and supporting the voluntary sector. We recognise the value that independent, not-for-profit community and voluntary sector organisations have in the local community. The introduction of the BH Coastal Lottery and its 'good causes' funding demonstrates the Council's commitment to supporting a successful voluntary and community sector, which encourages communities to have active voices and promotes engagement and equality.

This document sets out the eligibility criteria for the Small Grants Scheme which currently operates in Bournemouth. Inevitably demand for these grants will be in excess of the funds available, therefore, it is important that you read these guidelines and ensure that you are eligible before applying. Priority will be given to projects where a small grant will make a significant difference. The minimum grant is £50 and the maximum grant is £500. If you have any questions, please e-mail:

**[bhcoastalottery@bcpcouncil.gov.uk](mailto:bhcoastalottery@bcpcouncil.gov.uk) or telephone 01202 451165.**

**IF YOU REQUIRE A LARGE PRINT VERSION OF THESE FORMS PLEASE TEL.: 01202 451165**

#### **Who can apply:**

- Constituted voluntary and community organisations with an income of less than £50,000 per year.

#### **The council will consider offering grants to those bodies which meet the following criteria:**

1. Contributes towards developing vibrant communities whereby residents have an outstanding quality of life and everyone plays an active role;

2. The project (services, facilities or activities) must benefit residents of the former Borough of Bournemouth;
3. There is a demonstrable need in the former Borough of Bournemouth for the specific services, facilities or activities provided by the organisation;
4. The organisation is a registered charity or a constituted 'not for profit' organisation;
5. The organisation has a bank account with any payment authorised/signed by at least 2 unrelated people;
6. The organisation has financial need which will be assisted by the grant sought and without which the services, facilities or activities could not be provided;
7. The organisation actively encourages disadvantaged groups in the community to make use of the services, facilities or activities provided;
8. The project must be delivered within 12 calendar months of receiving the grant;

**Community Interest Companies (CIC) and Social Enterprises.** We cannot fund a CIC with less than 3 directors, two of whom must be unrelated. We will only support start up costs as a CIC, by its very status, should be viable and sustainable, therefore this is incompatible with the need for grant funding.

To fund eligible CICs, we need to see the Articles of Association and a CIC 36/37 Public Benefit Statement. These need to be submitted with the application form. Incomplete applications will not be considered.

Social Enterprises – creating a social good through trading (CICs, Companies Limited by Guarantee and Industrial and Provident Societies) - describes the activity of an organisation rather than a type of voluntary organisation. Therefore, they would only be considered as part of the voluntary / community sector if more than half of their committee or directors are unpaid.

**We will not grant fund to or for:**

- Individuals;
- Activities promoting political or religious beliefs;
- Overseas travel.

**Application process:**

Applicants must submit their application form and supporting documents by the deadline. Late submissions will not be considered. Applications will be reviewed against the eligibility criteria and those that meet the criteria and have provided all their supporting documents will be passed to the Small Grants Scheme Panel for a decision.

The Small Grants Scheme Panel will meet bi-annually to review the completed applications. The panel will consist of:

- Cabinet Member for Tourism, Leisure & Communities;
- Additional Councillor, to be confirmed;
- Senior Advisor to Community Action Network (CAN).

The number of applications is likely to exceed the funding that is available. The Small Grants Panel will prioritise applications which are likely to make a considerable difference to the local community. Due to the number of applications expected we are unable to provide feedback on unsuccessful applications and no further correspondence will be entered into.

**We will need to see:**

- A statement of accounts for the last financial year, or a copy of a bank statement if the organisation is less than one year old;
- A copy of the organisation's Constitution or Articles;
- An Equal Opportunities Policy, Child/Vulnerable Adults Safeguarding Policy (if applicable) and confirmation that staff and volunteers have been through the appropriate Disclosure Barring Service checks (previously Criminal Records Bureau checks) (if applicable);

If you require help with policies, please contact the Community Action Network (CAN) on 01202 466130.

**Monitoring**

Successful applicants will need to provide details of all expenditure and projects will need to submit a final report identifying project outcomes. An End of Fund report will be sent to applicants.

**Timescales / Deadlines:**

The deadline for applications is detailed on the BH Coastal Lottery webpage

[www.bhcoastalottery.co.uk](http://www.bhcoastalottery.co.uk)

We will make every effort to provide you with a response to your application within 2 weeks of the deadline.



**BH COASTAL LOTTERY**  
**SMALL GRANTS SCHEME**  
**APPLICATION FORM 2019 – 2020**



Requests for funding are likely to exceed the budget available. To help us allocate our funds fairly and consistently, please answer all questions in full. Please read the eligibility criteria. If you do not understand any of the questions, please e-mail [bhcoastalottery@bcpcouncil.gov.uk](mailto:bhcoastalottery@bcpcouncil.gov.uk) or phone on **01202 451165** for advice and support.

**IF YOU REQUIRE A LARGE PRINT VERSION OF THIS FORM PLEASE TEL: 01202 451165**

Name of group / organisation:		Name of contact:	
Name of bank account (if different):		Surname:	
		First name:	
Contact address:			
Postcode:			
Telephone:		Email:	
Website:			
Position in organisation (e.g. <i>Chair, Secretary etc.</i> )			
1. Names of people authorised to sign the cheques for your organisation ( <i>There needs to be at least two unrelated names</i> )			
2. Tell us about your group/organisation. Who you are? What do you do? How many volunteers are involved? Why did you start the group/organisation?			

3. Please describe your project. What you will do? Why you are doing it? Who is it for? What difference will the project make? What will the money be spent on? *(Please provide a separate budget sheet detailing what you will use the grant for and how much).*

4. What size of grant are you seeking?

5. If your project will cost more than £500.00 have you secured the other funding? Please give details.

6. What date will your project start? Please note projects must be completed within 12 months.

7. How do you intend to measure the success of your project in relation to the grant requested?

8. Does your organisation have an Equal Opportunities Policy? **YES/NO**  
Does your organisation have a Child Safeguarding Policy? **YES/NO**  
Does your organisation have a Vulnerable Adults Safeguarding Policy? **YES/NO**  
(if yes please enclose copies with your completed form).

**Please note that we will need to be assured that, where necessary, the appropriate Disclosure Barring Service checks have been made.**

Please return this form to the address/email below together with a copy of the following documents for your organisation:

- Statement of latest accounts or a copy of a bank statement if you have been running less than one year
- Itemised Budget Sheet for the project
- Constitution / Governing Document and details of the Management Committee Structure
- Equal Opportunities Policy and/or Child Safeguarding Policy and/or Vulnerable Adults Safeguarding Policy (if applicable)
- Eligible CICs - Articles of Association and a CIC 36/37 Public Benefit Statement.

**APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THE ABOVE DOCUMENTS**

Signed ..... Date .....

Print name.....

Position in Organisation.....

**By signing and submitting this form you are agreeing that the statements that you have made are correct and that any grants paid will be subject to return to BCP Council if found not to have being used for the purposes stated.**

<b>Please return to:</b> Communities Team BCP Council THE 4 Bournemouth BH2 6DY  Or by email: <a href="mailto:bhcoastallottery@bcpcouncil.gov.uk">bhcoastallottery@bcpcouncil.gov.uk</a>	<b>Office Use only:</b>  Date received:  Grant Panel decision:
<b>Please do not send any more information than is asked for in this form. Thank you.</b>	



## BH Coastal Lottery Small Grants Fund Terms and Conditions

<b>Organisation</b>	
<b>Named Contact</b>	
<b>Purpose of Grant</b>	
<b>Amount Granted</b>	

1. The grant can be spent only as stated above and for no other purpose. If the funds are not used for the purposes and activities as agreed by these terms and conditions the BH Coastal Lottery Community Fund, unless exceptionally agreed, will reclaim the grant.
2. If the project beneficiaries include children/young people or vulnerable adults then the relevant policies e.g. Safeguarding / Child Protection Policy, are to be adhered to at all times. Evidence that current workers or volunteers engaged in these projects and any future workers or volunteers have received DBS checks may be requested if appropriate. Failure to adhere to these requirements will result in the grant being recovered.
3. Receipts for items of expenditure should be retained and submitted to the BCP Council if requested; e.g. by our auditors or by any grant verification process.
4. Grant recipients are required to complete an End of Grant Report which is to be returned to BCP Council no later than 6 weeks after the end of the grant period.
5. If agreed to be appropriate, BCP Council will use the project for the purposes of publicity and be recognised as the project donor. Your publicity must recognise BH Coastal Lottery Small Grants Scheme and BCP Council. You will be required to use the BH Coastal Lottery name and logo any publicity related to this grant/activity.
6. We reserve the right to recover the Grant in whole or in part or to reclaim any equipment purchased under this agreement, should the project or organisation cease to exist.
7. Your organisation must be fully insured against any risks which may arise from any activities or property which is grant aided, this includes any loss or personal injury to persons undertaking those activities. The BH Coastal Lottery and/or BCP Council are not liable for any contingency involving property or activities for which they have provided grant aid in whole or in part.
8. Your organisation should ensure that services provided by and through the grant are underpinned by equality and diversity principles, ensuring there is no discrimination on the grounds of race, colour, ethnic or national origin, disability, age, gender or gender identity, sexual orientation, marital status, or any religious affiliation



I confirm that I have read and accept the terms and conditions associated with the Small Grants Scheme.

<b>Authorised Signature:</b>		<b>Date:</b>	
<b>Name (print):</b>			
<b>Position:</b>		<b>Tel No:</b>	

Please return forms to:

BH Coastal Lottery,

BCP Council,

Town Hall, E4,

Bournemouth,

BH2 6DY

Or email [bhcoastalottery@bcpcouncil.gov.uk](mailto:bhcoastalottery@bcpcouncil.gov.uk)

