

Neighbourhood Grant Guidance

This guidance contains information on the Neighbourhood Grant programme and how to apply. We encourage all applicants to include and emphasize how their projects support the aims outlined below. The scheme is open for everyone and we can offer community groups some advice on developing their applications.

1. What is the Neighbourhood Grant programme?

The programme offers a grant financed by Sutton Council to support projects and activities that benefit Sutton residents. Projects will be required to be specific to relevant Local Committee areas and meet council priorities as set out in the corporate plan, *Ambitious for Sutton*.

Our aim is to use this grant to:

- Develop community and voluntary activity within the London Borough of Sutton
- Create sustainable projects, through funding startup costs
- Identifying activities that the whole community can access
- Help meet local needs with projects benefiting these priorities
- Help groups who want to bid and run public services locally through commissioning
- Support community mental and physical health
- Deliver climate-conscious events and projects
- Fund anti-racism initiatives
- Make communities stronger and more resilient

2. Who can apply?

Voluntary and community organisations including local charities and self-help groups are eligible to apply for Neighbourhood Grants. Projects undertaken must be completed within the relevant wards of the Local Committee. We cannot fund individuals.

Applicants must have or be working towards **relevant** documents:

- A governing document (e.g. a constitution, memorandum and articles of association, a set of guiding principles or set of rules)
- A bank account in the name of the group – or provide details of an organisation prepared to act on your behalf to managing any grant awarded - **essential**
- A safeguarding policy if working with young people under the age of 18
- A vulnerable adults policy if working with vulnerable adults
- A health and safety policy and procedures in place (including details of first aid cover)
- An equality and diversity policy in place
- The relevant insurance in place, including public liability where required, before delivering activities.

We particularly welcome applications from groups working with demographics affected by health, education or employment inequalities. This includes those working with Black, Asian and Minority Ethnic residents, people with disabilities and members of LGBT+ community.

3. What type of projects can Neighbourhood Grants fund?

- Projects that benefit Sutton residents within a Local Committee area.
- New and innovative groups, projects and activities with a high local impact and which meet local priorities will be highly favoured.

- Projects and/or activities that meet a local need and/or gap, especially (but not limited to) promoting mental and physical wellness, climate change and anti-racism

4. How long is the funding period?

The funding is for one year. Payments are usually made within six weeks of the signed funding agreement being received by council officers. We will not fund projects retrospectively.

5. How much can I apply for?

Between £50 and £1000 per organisation. Organisations can apply multiple times throughout the year up to the £1000 limit.

NB- Although applicants may apply for a specific amount, there is no guarantee that the requested amount will be granted.

6. Types of projects that have received a Neighbourhood Grant

- One-off startup costs to create a new project or organisation
- One-off events such as fun days and festivals
- Training courses involving multiple members of the local community
- Publicity or merchandise to advertise a project, group or event

7. When do I need to apply?

We advise that you submit your application form minimum two months prior to the commencement of your project/activity. We work on delivering the grants quickly, however, please consider extra time for potential changes and/or events process. Applications received less than two months to the event date will be considered but officers will retain the right to refuse. Please note that applications cannot be submitted after an event has taken place as we do not fund retrospectively.

8. What we cannot fund

- Insurance costs for events- this comes under Event Fees and Charges
- Projects/activities outside the London Borough of Sutton
- Projects/activities with no clear plan for how they will benefit Sutton residents
- Projects/activities where a statutory agency would normally cover the cost
- Projects/activities that do not offer the council value for money
-A maximum of 20% of awarded grants can be put towards food/drink.
- Political parties, lobbying and campaigning Individuals
- Local authority initiatives including schools projects
- School events
- National Charities
- Projects which cover the entire Borough
- Projects which are outside the Borough
- The same project/activity year on year,
- Trips outside the borough
- Promotion of private interests
- Bus/car hire

- Salary and running costs
 - E.g. room hire for meetings on an ongoing basis (over the course of a year), website domain hosting costs, electricity, gas
 - E.g. computer licence for more than one year,
- Volunteer expenses - including speaker hire
- Loans or interest payments
- Legal expenses
- Promotion of religion

9. Is there a monitoring process for awarded funds?

Yes, it is expected that proper receipts are retained and originals provided when submitting the evaluation report. This must be submitted within two months of the project/activity being completed and must have been received by Sutton Council before a group applies for another grant. Sutton Council will not fund projects/activities to groups which have failed to uphold a previous grant agreement including but not limited to the completion of evaluation forms.

You might be asked to present your project at a Local Committee meeting.

10. Eligibility

As part of the eligibility criteria, please demonstrate in the appropriate section of the application form how your project meets at least one of the Council's priorities as shown in *Ambitious for Sutton*. An outline of the new priorities are below, with an example for each:

Being Active

All residents live healthy lifestyles and are enabled to be economically, socially and physically active

- Setting up sports activities that help people stay fit
- Organising activities aimed at physical and mental health
- Educating on and taking climate change action

Making Informed Choices

Individuals, families and communities are able to access a diverse range of information, advice and guidance to make informed choices and enable them to sustain change

- Setting up a community workshop
- Promoting long-term benefits of adopting a healthy lifestyle
- Where possible, using sustainable practices (i.e. local suppliers, digital marketing instead of single-use print, low carbon footprint food and materials)

Living Well Independently

Building on individual and community resilience and assets to help people maintain their independence for as long as possible

- Running a coffee club for elderly residents
- Running a healthy cooking class, if possible educating on the environmental impact of food choices

Keeping People Safe

A joined up approach by all public services to ensuring that vulnerable residents are supported and kept safe

- Relaunch of a women's centre
- Anti-racism initiatives

Projects/activities must take place in the financial year in which they are applied for.

For assistance with becoming a constituted group contact Community Action Sutton

www.suttoncvs.org.uk

020 8644 2867

enquiries@suttoncvs.org.uk

11. Help with completing your online application

Section 1	Use the drop down menu to complete. Please choose the location where your activity will be taking place.
Section 2	Applicants MUST complete this section. <ul style="list-style-type: none">● Please ensure we have appropriate email and telephone contact details
Section 3	Only local community groups, voluntary groups, local charities with a governing document submitted will be considered.
Section 4	The application process will be delayed if the following is not completed: <ul style="list-style-type: none">● The activity to be funded must be succinctly described including when and where the project/activity will take place
Section 5	Itemised costs total MUST match total grant amount being requested
Section 6	Your application can still be considered if you are in the process of completing, or will send in governing documents separately.

12. Where to send your completed application

Your form will automatically be submitted to the correct team. However, should you require advice regarding the guidelines or you experience any problems using the Google form or require advice and support, please contact:

Neighbourhood Grants
Communications and Engagement
London Borough of Sutton Civic Offices
St Nicholas Way
Sutton

Neighbourhoodgrants@sutton.gov.uk

Surrey SM1 1EA

Applications are consulted with elected representatives of the Local Committee in your area and awarded by the relevant Strategic Director.

If you would like to discuss a proposal prior to making an application, please contact neighbourhoodgrants@sutton.gov.uk

Your information

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you agree, to send you marketing or newsletter information. We will not share your information with other organisations for marketing purposes unless legally required to do so. For more information explaining how we use your information please see our privacy policy.

Promotion

It is a condition of grant applications that Sutton Council may use information and photos from the activities funded by grants in marketing and publicity material for promotional purposes (with the consent of any individuals shown/named in the materials).

We strongly encourage all applicants to collect visual material (photo and video) from their projects where appropriate. We welcome working with the applicants when running the project to publicise its implementation and outcomes.

June 2021