Grants Fund
Gosport Voluntary Action
Martin Snape House, 96 Pavilion Way
Gosport PO12 1FG
Phone 02392 583 836
Email grants@gva.org.uk

Guidance for completing a grants fund application

How can I apply for a grant?

1. There are two funds available: the **Gosport Community Fund (lottery)** for community projects between £50 to £1,500; and the **CIL (Community Infrastructure Levy) Neighbourhood Fund** which is for infrastructure-related projects from £1,500. The Gosport Community Fund is funded through the purchase of Gosport Community Lottery tickets, while the CIL Neighbourhood Fund is supported by developer contributions collected through the Community Infrastructure Levy.

2. Please read the Terms & Conditions to ensure your organisation is eligible to apply. You can find a copy on the Gosport Voluntary Action Grants web page www.gva.org.uk/grants

3. Please read these Guidance Notes. You will find details of all the questions asked on the application form, together with the information we are looking for.

4. Complete the application form online at www.gva.org.uk/grants. You will be required to create a login and you will be able to save and edit the application until you are ready to submit. If you are unable to apply online, please download a paper based form on the community grants web page or contact Gosport Voluntary Action on grants@gva.org.uk or 02392 583 836.

5. Gather together the required documents as detailed at the end of these guidance notes and submit them with your application online or by email to grants@gva.org.uk

6. Grant funding is limited and all applications will be subject to a competitive process. We will contact you in due course to let you know the outcome of your application.

What are we looking for?

The Gosport Community Fund and the CIL Neighbourhood Fund have three funding priorities. Tell us in your application how you help address at least one of them.

1. Bringing people together and building strong relationships in and across Gosport's communities.
2. Improving the places and spaces that matter to communities.
3. Enabling people to fulfil their potential through projects to address poverty, deprivation and isolation.

Funding awards will be looked on more favourably where applications can demonstrate:

- ✓ A strong evidence of need.
- ✓ Evidence that the proposed approach is likely to achieve the desired outcomes.
- ✓ The application does not contain high revenue costs that cannot be sustained long-term.
- ✓ That a lasting benefit can be achieved.
- ✓ It meets more than one of the three funding priorities referenced above.
- ✓ Match funding is provided.

What can the funding be spent on?

Requirement	Gosport Community Fund	CIL Neighbourhood Fund
Infrastructure projects[1]	✗	✓
Small capital projects	✓	✓
Equipment	✓	✓
One-off events[2]	✓	✓
Staff and volunteer costs[2]	✓	✓
Training costs[2]	✓	✓
Transport[2]	✓	✓
Utilities/running costs[2]	✓	✓
Maintenance[2]	✗	✓
Profit-making/fundraising activities[2]	✗	✓
Recoverable VAT	✗	✓
Statutory activities (such as school, hospital and council functions)	✗	✓
Contingency costs, loans or interest	✗	✗
Paying someone to write your application	✗	✗
Political or religious activities	✗	✗
Alcohol or banned substances	✗	✗

[1] Examples of infrastructure include roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces.

[2] The CIL Neighbourhood Fund will only contribute towards these items for a period of up to 1 year and where they relate to the provision, improvement, replacement, operation or maintenance of infrastructure.

What questions will I be asked in the application and how do I complete them?

Part 1 – Organisation Information

Number	Question	Explanation
1.	Name of organisation	This is the full legal name of the organisation applying for the funds – the organisation must meet the conditions as detailed in the Terms & Conditions.
1.	Organisation address	This is the address of the organisation applying for the grant as named above.
2.	Main contact	Name of the person completing the application form.
2.	Position	What role do you have in the organisation? For example, chair, secretary, co-ordinator, treasurer, member, officer etc.
2.	Phone number	A number that we can contact you on during working hours. You should be the person who knows about the project in case we have any questions about your application.
2.	Email address	Your email address. We will send all email correspondence here.
2.	Second contact	Name of a second contact for the organisation, who we may speak to in your absence.
2.	Position	What role does the second contact have in your organisation?
2.	Phone number	Phone number for the second contact during working hours.
2.	Email address	Email address for the second contact.
3.	What is the structure of your organisation?	Please tick the appropriate box and provide a registration number where applicable.
4.	In which areas of Gosport does your organisation work?	Please tick the appropriate box and if your organisation works only within a ward, please provide details, eg Elson, Rowner.
5.	How many people are involved in the running of your organisation?	Please provide the current number of committee members, volunteers, full time staff and part time staff at the time of making the application.
6.	Provide the date your organisation was established	This is the date noted on your governing document of when your organisation was established.
6.	Provide the date of your last AGM (if applicable)	Please provide the date you held your last AGM. If you have not held an AGM, please note this. If you are not required to hold AGM's please write N/A.
7.	What is your organisation set up to do?	In no more than 30 words please describe what your organisation does and its aims and objectives.
7.	What activities or services do you provide?	In no more than 30 words please list the specific activities or services your organisation provides.

Number	Question	Explanation
7.	How many people/members does your organisation help/support each year?	In no more than 30 words please provide a number of the people your organisation supports / helps on average in a year.
7.	Does anyone in your organisation have any direct link with Gosport Borough Council or GVA? (for example councillors, trustees or officers)	- Please indicate if any councillors, officers, GVA trustee or other person connected with GVA or Gosport Borough Council have a role or interest in your organisation, or are related to anyone within your organisation. - If yes, please state their name and role
7.	Describe how you promote diversity and equality within your structure and operations.	In no more than 30 words please tells how you promote diversity and equality and note the policies you hold.

Part 2 – Project Information

Number	Question	Explanation
8.	How much funding do you require?	Grants from the Gosport Community Fund can be from £50 to £1,500. Grants from the CIL Neighbourhood Fund can be from £1,500. Please note the total amount you would like to apply for. Please do not use commas, just numbers.
9.	What do you want the funding for?	This is a very brief outline of the project – in a maximum of 100 words.
9.	Describe your project. Tell us about the overall aim, the background and how it will make a difference to your local community. Include evidence that the project is needed and what support you have from service users/the community.	This is where you can tell us about the project. Remember, the panel may not know about your project so you will need to give them relevant information about this, even if you think they do know about it. The project is what you are applying for the funding for. You should include: - What the aim of the project is – what you expect to gain from the project, e.g. any changes and/or improvements you hope to achieve - Some background about the project - How it will benefit the local community - Evidence you have that the project is needed in applicable (e.g. results of a survey etc.) - How you will involve the beneficiaries - What support you have for the project from service users/the community Please write your answer using a maximum of 300 words.
9.	Who will benefit (include the number of Gosport residents)?	Give details of the group(s) who will benefit within the Borough of Gosport. Include actual numbers of people you expect to benefit from the project. If relevant, you can refer to numbers from a previous event/project. Please write your answer using a maximum of 100 words.

Number	Question	Explanation
9.	How does the project meet at least one of the Grants Fund's three priorities?	Tell us how your project meets at least one of three priorities: - bringing people together and building strong relationships in and across communities - improving the places and spaces that matter to communities - enabling people to fulfil their potential by working to address poverty, deprivation and isolation Decide which priority (or priorities) your project fits into and explain how. Please write your answer using a maximum of 100 words.
9.	What are the timescales of the project?	When will the project start and finish? Funds secured from the Gosport Community Fund must be used within 12 months from start date of the project. Funds from the CIL Neighbourhood Fund must be used within 24 months of start date of the project. Please write your answer using a maximum of 100 words.
9.	Is there any other supporting information you'd like to tell us about the project?	Please tell us anything else about the project that you have not covered in the previous questions. Please write your answer using a maximum of 100 words.

Part 3 – Finance and Management

Number	Question	Explanation
10.	Please give a breakdown of the estimated costs of the project for which you are seeking funding.	- Please complete the budget table using the headings and providing further information as required under the relevant heading. - Please use only numbers in columns A and B. - Include any in-kind funding or other funding you have secured or applied for this project (eg other sources, pro bono professional work). Although not essential, the inclusion of in-kind or other funding will enhance the likelihood of securing funds. - Please double check all of your figures and make sure the total of each column is correct.
11.	If the total cost in column B is higher than the total cost in column A, please state where the rest of the funding will come from.	Complete each of the boxes to explain: - where the funding is coming from - How much funding will be provided - If this funding has been approved - If you are awaiting a decision, the date you expect to know

Number	Question	Explanation
12.	If people benefitting from the project will be required to make any contribution towards the cost, please let us know how much will be required and what they will receive?	If yes, please provide details of how much they will be required to contribute and what benefit they will receive for this. If no, please write 'no'
13.	Please provide details of your organisation's bank account.	So we can pay your grant, please provide your bank details: - Account Name - Bank Name and Address - Sort Code - Account number
14.	How many signatories are required to sign cheques?	Please note the number of signatories needed to sign a cheque on behalf of your organisation.

Part 4 – Other Information

Number	Question	Explanation
15.	Please confirm whether your organisation would be willing to allow other groups and individuals to make use of any funded equipment / infrastructure, and if so, whether a charge would apply?	If you are applying for equipment, please put either yes or no to this question. This is referring to sharing the equipment free of charge, rather than renting the equipment to other organisations.
16.	If your organisation is involved with children, young people or vulnerable people, do you have a safeguarding policy?	Please respond either Yes, No, or Not Applicable. Please note that if you are applying for a project to work with children, young people or vulnerable adults, you **must** have a policy that explains how you will make sure they will be safe.

Part 5 – Documents to submit with your application

You will need to provide the following documents to us.	☐ The most recent copy of your organisation's accounts (independently examined or audited where appropriate)
	☐ Copies of insurance policies (public liability, professional indemnity or any other relevant policy)
	☐ If services or equipment purchases are part of your application, we will need a written estimates / quotes from contractors / suppliers for items or works to be purchased. For the CIL Neighbourhood Fund, we will require **three quotes** for any works.
	☐ Any other documents or photos to support your application.
	☐ Confirmation of in-kind or other funding (if relevant)
	If your organisation is NOT registered with Gosport Community Lottery, you will also need to provide:
	☐ Your organisation's constitution or governing documents.
	☐ Your organisation's safeguarding policy if your organisation is involved with children, young people or vulnerable adults.
Are you able to upload your documents to support your grant application?	If yes, you can upload the documents as part of your application. If no, please email to grants@gva.org.uk or post to Grants Fund Gosport Voluntary Action Martin Snape House, 96 Pavilion Way Gosport PO12 1FG

Part 6 – Declaration

I confirm that this is a true and accurate record of my organisation's project and financial need	In order to confirm that you agree with this statement, please sign and date the declaration, and state your position within the organisation.

Once you have submitted your application form, a message will appear on your screen to let you know you've successfully submitted your application. You will also receive a copy of your application to the email address which you supplied in the 'Information about your organisation' section.

If you have any questions, please contact Gosport Voluntary Action's Community Engagement Team on 02392 583836 or grants@gva.org.uk.