



**Waverley
Community
Partnership**

APPLICATION GUIDANCE – ADMISSION & FUNDING – 2010/11

Aims

The principle aim of the Waverley Community Partnership is to provide financial support for the ongoing revenue costs of voluntary and charitable organisations that are delivering high priority services for the benefit of Waverley residents, in partnership with the Council.

The scheme does not fund project or capital costs.

Who Can Apply - Eligibility

Organisations eligible to receive revenue funding from the Waverley Community Partnership need to meet the following:

STATUS *The organisation is a charity, voluntary or a partnership organisation run on a not-for-profit basis.*

STRUCTURE *The organisation has a constitution or a set of rules;
There are identified postholders and officers; and
The organisation's aims and objectives are commensurate with the Council's.*

SERVICES *The organisation provides high priority services to the benefit of Waverley residents; and
The services provided by the organisation fall within the areas of Waverley Borough Council's responsibility and Corporate Plan objectives.*

MANAGEMENT *The organisation has clear and appropriate policies in relation to the activities they are undertaking (eg health and safety, child protection etc);
The last full year accounts have been properly audited or independently verified;
The organisation has appropriate levels of insurance in relation to the activities they are undertaking;
Demonstrate a robust approach to Equality and Diversity in their priorities;
The organisation has clear accounting and financial*

procedures; and

The organisation has sought, and will continue to seek, partnership funding from other sources.

APPLICATION

The application has been fully completed in the format requested, with all additional attachments requested, and signed and dated; and

Officers of the organisation are prepared to sign a Partnership Agreement and provide relevant monitoring and financial records.

**FINANCIAL RESERVES/
FUNDS**

Waverley will prioritise funds to areas where they are most needed. Organisations with general reserves/funds (excluding any designated funds for specific projects) will need to justify the level of reserves/funds in relation to the grant request. (Please refer to Charity Commission Publication CC19 Charities' Reserves.)

Grant Criteria

Each application will be assessed against the following criteria:

- The degree of priority of the services provided by the organisation in relation to Waverley's Corporate Plan;*
- Having clear feasible details on how the money will be spent;*
- Having a realistic and detailed budget for the year 2010/11, taking into account the Council's earlier advice that applications for funding for 2010/11 should be at a level no higher, and preferably less, than the amount awarded in 2009/10;*
- Providing value for money – both quality and quantity of the service in relation to the cost;*
- The level of service delivery in the previous year against stated outputs and outcomes;*
- The proposed service delivery in the coming year in terms of key outputs and outcomes and objectives in the Partnership Agreement; and*
- Evidence that relevant/appropriate partnership funding has, or is being, sought for revenue and project costs.*

Waverley's Corporate Plan 2008-2011

Waverley's top five priorities in the Corporate Plan are:

- 1. Environment** - *Protecting and enhancing Waverley's unique mix of rural and urban communities*
- 2. Improving lives** - *Improving the quality of life for all, particularly the more vulnerable within our society*

- 3. Subsidised affordable housing** - Working for more affordable housing to be built, and managing Council housing well
- 4. Leisure** - Improving and supporting opportunities for all to take part in sport, recreation and culture
- 5. Value for money** - Ensuring all our activities are customer focused and provide good value for money

When to Apply

For organisations awarded a grant of less than £10,000 per year, applications are made in annual bidding rounds.

For organisations awarded a grant of £10,000 or more per year, the Council will consider offering a three-year commitment-to-fund agreement, providing one year's approved funding plus two further years intention-to-fund at a pre-determined level. The additional two years will not be a firm grant offer but will provide an indication of the Council's commitment to offer continued support. The grant offered in years two and three will depend on the Council having sufficient budget available and will be subject to an annual appraisal of the organisation's performance in the year, its proposals for the coming year and its updated financial position.

For funding from 1st April 2010 to 31st March 2011, the deadline date for applications is **17 November 2009**.

How to Apply – Application Checklist

- Application forms are available electronically by email or fax. Handwritten or typed applications are welcome. Completed applications may be returned by post, fax or email and must include all supporting information.
- To assist with the application process, organisations that currently receive funding can arrange a 1:1 meeting with their Link Officer.
- Please complete all questions on the application form and enclose the following:
 - A copy of the most recent audited or independently verified accounts;
 - A copy of your organisation's signed constitution or set of rules if these have changed since your application to the 2009/10 funding round ;
 - A copy of the budget forecast for 2010/11; and
 - Any relevant business plans, strategic or policy documents, (for example, Health & Safety and Child Protection Policies).
- Please complete the supplementary funding impact sheet.

Please send the completed application form by 17 November 2009 to:
Jane Todd, Grants Officer, Waverley Borough Council, The Burys, Godalming, Surrey
GU7 1HR

Next Steps

All applicants should receive an acknowledgement of their application within a week of submission. Please contact Jane Todd, Grants Officer, on 01483 523067 if you do not receive an acknowledgement.

Applicants will be notified of the outcome of their application, or the reason for any delay, by 19 February 2010.

Further Information

If you would like to discuss the details of your application, please contact your Waverley Community Partnership Link Officer.

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact jane.todd@waverley.gov.uk or call 01483 523067.

