

Community Grant Scheme: Guidance Notes

1. Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and/or to deliver projects that will make a difference to the people living in Diss. One of the ways this is achieved, is through applying for funding through our Community Grant Scheme.
2. We are pleased to announce that £20,000 was budgeted towards the Community Grant Scheme for the 2020-21 financial year. Please see our website for details of remaining grant - <https://www.diss.gov.uk/community-grant-scheme>.

What is the Diss Town Council Community Grant Scheme?

3. The Council's Community Grant Scheme aims to support voluntary and not-for-profit organisations as well as community groups to deliver projects that will make a difference to the people living in the Town of Diss.
4. Our priorities are:
 - a) **DISTINCTION & HERITAGE** - we will fund projects that encourage people to take pride in the Diss community, add to or improve existing facilities or make better use of under-used town council facilities (such as the DYCC or sports ground). Projects that clearly set out the history and/or culture of this community which we all celebrate are more likely to be successful. For example - community walks or notice boards celebrating the history or the cultural heritage of a community.
 - b) **PARTNERSHIP & SYNERGY** - projects that support the Council's approach to early intervention, by providing services so that people can live full, independent and positive lives and be freely available to all sections of the community and/or provide a service or facility not currently provided elsewhere in Diss. Examples include projects to reduce the percentage of children living in poverty within the town or to support Diss citizens in accessing grants and funding.
 - c) **COMMUNITY & PEOPLE** - we will fund projects that advance good community relationships between people and that benefit the residents of Diss as a whole. Projects engaging with a specific category of residents of Diss, particularly people who are vulnerable, disadvantaged or with protected characteristics are more likely to be successful principally if the application can provide evidence of how people are coming together to improve relationships between people and communities. For example - a sports or arts club encouraging the participation of minority ethnic people, or a community group organising an event or activity that is specifically targeted at reducing the impact of discrimination and disadvantage.

5. Tips for Success

- a) We are more likely to fund your project if you focus on providing facts and evidence on one or two priorities rather than across all three priorities.
- b) Demonstrate as clearly as possible how your project involves and/or benefits local communities living in the Diss area.
- c) We are more likely to fund your project if you can show that it could either benefit a lot of people, or a small group of people in a big way.
- d) Please ensure that you read all the information available on the Town Council's website, and your submission follows the guidance provided.
- e) We welcome ambitious and creative applications, but please make sure that your application demonstrates feasibility – be realistic in what you can achieve.
- f) Include as much detail as possible about your costs and how they will allow you to deliver your project.

6. What categories of Grant can you apply for?

- a) **PROJECT GRANTS:** These grants are of a one-off nature, such as the purchase of equipment or services to provide or improve a facility or activity for the residents of Diss, or community-based projects that can usually be completed within one year.
- b) **DEVELOPMENT GRANTS:** These grants also last one financial year and are to support the development of successful projects with a proven track record of impact, that are looking to expand their reach within the community and/or expand the remit of the original project.

7. *With either type of grant, evidence will be required at the end of the project or at the end of the financial year that the grant was awarded (whichever comes first): of exactly how the grant was used, a detailed breakdown of what the money was spent on, the measured achievement of set targets and the resultant impact, alongside a short report to be presented at the Annual Town Meeting following completion of the project / activity.*

8. What the Town Council's Community Grant Scheme will not fund?

- a) Any political or religious activities
- b) Laptop computers
- c) Payment to individuals including support for fundraising events
- d) Any goods or services that you buy or order before we confirm our grant
- e) Activities or projects from which Diss Town Council funding has been withdrawn or to replace a shortfall in a Council budget or to meet increase in charges for Council facilities
- f) Routine maintenance or repairs
- g) Routine running cost (salaries / electricity / rates / rent / insurance / etc)
- h) Activities considered the responsibility of higher tier Government authorities for example Local Education Authorities
- i) More than one application per group, in the financial year (April – March)
- j) Private individuals or businesses.

9. When can you apply for a Grant?

The Council's Financial Year runs from April to March, and **usually applications for grants are considered at two points in the year**: Applications received by 30th May will be considered in July for payment from September onwards. Applications received by 30th November will be considered in January for payment from February onwards.

10. Who considers your Grant request?

The Council's Community Grants Panel will consider any applications for new grants received in accordance with the above timescale and the following criteria. Full Council will consider recommendations from the Grants Panel.

11. **Two or more** of these criteria **must** apply for the application to be considered:

- a) Benefits the residents of Diss as a whole.
- b) Benefits a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population.
- c) Provides a service or facility not currently provided elsewhere in Diss.
- d) Adds to or improves existing facilities.
- e) Makes better use of under-used Town Council facilities (such as the DYCC or Sports Ground).
- f) Is freely available to all sections of the community.

12. What you will need to know and have ready to apply?

- a) The organisation/group's Bank/Building Society account details.
- b) A copy of your constitution or set of rules.
- c) Evidence of efforts to generate income from other sources.
- d) Copies of the applicant's latest audited or independently verified accounts, together with a budget/business plan for the period covered by the grant applied for.
- e) A list of aims and targets, alongside which robust methods will be used to measure the achievement of these as well as impact measurement.

13. How will the application be assessed?

Applications will be assessed on the following areas:

- a) Whether the Project meets one of our three priorities above
- b) What difference your project will make to people
- c) Who your project is targeting and how many people will benefit?
- d) Whether previous funding awards have been appropriately used
- e) Whether your project is perceived to deliver value for money.

To apply for a grant or to find out more

You can apply by downloading an application form (Word & pdf versions) from our website, complete it and return it to us.

If you would like to discuss a project before you apply, then contact us:

01379 643848

towncouncil@diss.gov.uk

www.diss.gov.uk

Alternatively, visit [Grant Finder UK](#) for more general information and help.