

RISE Grants Guide for Applicants

Improvement Grant

RISE Grants

The RISE Grants program is part of Canterbury City Council's Commissioning and External Support Policy 2017 - 2020. There are three grant funding streams: Strategic Grants, Innovation Grants and Improvement Grants. This guide to assist organisations who are interested in applying for an **Improvement Grant**.

The Application Process

Read this guide	This guide will help you to understand if we are able to fund your organisation, how we assess your application and what will happen if you are successful.
Check your eligibility	The first page of the application form details the specific eligibility criteria. You must read this to check that you are eligible to apply for this grant.
Complete and submit your application form	For this fund we recommend an informal chat before an application is made. Please contact andrew.smith@canterbury.gov.uk to arrange this Email your completed application form to andrew.smith@canterbury.gov.uk We will confirm receipt within 3 working days. There is no deadline for the Improvement Grants.
We assess your application	If you are applying for less than £5,000 we aim to have a decision to you within six weeks of the receipt of application. If you are applying for over £5,000 and your application successfully proceeds to the next round we aim to see you within 4 weeks of the application submission and have a decision within 8 weeks. Please note these timing are just a guide and will be dependent on the specifics of your application.
We tell you our decision	If your application is successful we will send you a conditional offer letter and our grant agreement detailing our full terms and conditions for you to read, sign and return. If your application is unsuccessful you will be notified with feedback.
Your payment schedule	Your grant agreement will include your payment schedule. All payments will be made via BACS so you must provide us with your organisation's bank details (via our BACS form) along with a valid invoice to receive payment. Payments are usually processed within 28 days.
Starting your project	When planning your application please allow enough time for the decision making process and formal agreements to be completed before your expected start date.
Finishing your project	You must complete your project within the agreed timeframe. You will have to produce an end of grant evaluation report and any other monitoring specified in your agreement. Please note: We may visit or telephone you, or ask to see original receipts to check how the grant was spent.

Further Information & Advice

Who can apply?

You can apply for this grant stream if you are a not for profit organisation working in the voluntary, culture and sports sectors in the Canterbury District with less than 6 months unrestricted reserves.

If you are an individual or sole trader, profit-making organisation or an organisation not established in the UK, then we are unable to fund you.

How much can you apply for?

Whilst there is no formal boundary for this fund we would be willing to support projects between £1,000-£30,000. However each improvement will be considered individually and will be weighed against the local needs of the community and what other provision exists in this area.

What will we pay for?

Grants will be awarded for organisational improvements that support long term sustainability and resilience.

This fund can be used to supplement core running costs for a short period of time but this will only be considered as part of a longer term development plan to improve the operational resilience of the organisation. All projects will need to clearly identify sustainability plans after the project has ended.

How will we assess your application?

You must meet all of the eligibility criteria and show that your organisation or the project meets local need. The financial section of the application form must also be filled in completely and correctly.

We will be looking for well researched plans that demonstrate a good understanding of your customers and competitors locally as well as long term planning for sustainability or legacy after the funding has concluded.

We would recommend that you read all of the questions on the application before you start completing it as this will help structure your responses. Incomplete applications cannot be assessed.

Each question will be scored and moderated at the end of the funding round. Please note this is a competitive process and not all eligible applications will be successful but we will endeavour to provide feedback to assist with future applications

If you are applying for over £5,000 and your initial application submission has been successful you will also be invited to attend a meeting so that we can discuss your improvement need in more detail. This will enable us to get a better understanding of your improvement need, how the project will be managed and your longer term aspirations.

What happens if we offer you a grant?

Each agreement will be specific to the improvement need but it is likely that you be required to produce interim updates and an evaluation report at the end of the project period.

We will keep in touch with you over the duration of the project and ask that you let us know as soon as possible if anything changes from your application. Please be aware significant changes from your application could lead to the grant offer being withdrawn so please keep this in mind when planning and implementing your project.

Full details of the support that we offer through the RISE and other programs can be found on our website at canterbury.gov.uk/rise-grants

If you have further questions, or would like additional help or advice, or to see the full terms and conditions, please contact andrew.smith@canterbury.gov.uk or 01227 862 312.