

RISE Grants Guide for Applicants

Innovation 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 **Innovation 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	Email your completed application form to emma.cambridge@canterbury.gov.uk We will confirm receipt within 3 working days. The deadline for Innovation Grants is 12.00 PM on 24 August 2018.
We assess your application	We aim to have a decision to you within two weeks of the submission deadline.
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 some initial 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 project please allow enough time for the decision making process and formal agreements to be completed before your expected start date. This can take up to 6 weeks from the submission deadline.
Finishing your project	You must complete your project within the same financial year that you receive the funding (i.e. by 31 March 2018) 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.

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?

Grants will be awarded for between **£500 - £3000** to help organisations get started with innovative and creative ideas that meet local need.

What will we pay for?

Grants will be awarded for **new** innovative organisational development work for those organisations already delivering against our corporate priorities, or for a **new** innovative project in its own right which will deliver against our corporate priorities.

This fund is for projects only and cannot be used to supplement core running costs. However you may apply for projects that include staff development but 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 considered ideas that demonstrate a good understanding of the environment in which your organisation is operating as well as long term planning for sustainability or legacy after the project 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

What happens if we offer you a grant?

Once you have completed your acceptance paperwork i.e. grant agreement and financial information (as described above) you are ready to start your project. 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.

You will be required to produce an evaluation report at the end of the project period. This can be brief but should relate back to the specific aims that you have included on your application form. Help will be provided on this if needed.

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 emma.cambridge@canterbury.gov.uk or 01227 862 386.

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

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