

## RISE Grants Guide for Applicants

### Strategic 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 is to assist organisations who are interested in applying for an **Strategic Grant**.

#### The Application Process

<b>Read this guide</b>	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.
<b>Check your eligibility</b>	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.
<b>Complete and submit your application form</b>	Email your completed application form to <a href="mailto:andrew.smith@canterbury.gov.uk">andrew.smith@canterbury.gov.uk</a> We will confirm receipt within 3 working days. <b>The deadline for Strategic Grants is 21 September 2018.</b>
<b>We assess your application</b>	Applications will be initially assessed and scored by officers and then moderated by the councillor led, Strategic Grants Panel in October. Final recommendations will then be taken to the Community Committee on 28 November 2018 for a final decision.
<b>We tell you our decision</b>	We will alert you by email of the provisional decisions following the November Committee meeting. These decisions will be confirmed following the agreement of the corporate budget in February 2019. If your application is successful we will send you a 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. <b>All decisions on funding are final and there is no appeals process.</b>
<b>Your payment schedule</b>	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.
<b>Starting your project</b>	Your project or service must be delivered between 1 April 2019 and 31 March 2020. Funding can only be used for activities that take place within this period.
<b>Finishing your project</b>	You must complete your project within the agreed timeframe. You will be asked to provide regular monitoring reports at a frequency set out in your grant agreement. <b>Please note: We may visit or telephone you, or ask to see original receipts to check how the grant was spent.</b>

## 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. If you are currently in receipt of an Improvement Grant then you are ineligible to apply for a Strategic Grant. Full criteria can be found on the application form.

### How much can you apply for?

We are looking to support projects and services between £1,000- £30,000.

### What will we pay for?

The Strategic Grant Fund is aimed at organisations that are already achieving good outcomes for the local community, and want to take their work to the next level. This includes:

- projects that have outcomes that are aligned with the council's strategic grant priorities
- core funding for organisations whose strategic aims closely align with the council's strategic grant priorities.

### The Strategic Grant priorities for April 2019 - March 2020 are:

- *Alleviating deprivation amongst local people*
- *Contributing to the good health & wellbeing of local people*

### To support these priorities, your application should also demonstrate the following supporting principles.

- *User led service design and effective engagement that promotes involvement at a grass roots level.*
- *Prevention based activities that address issues before they develop in scale and scope.*
- *Developing the core life skills of local people.*
- *Financially sustainable projects and services.*
- *Sharing learning with other local organisations.*
- *Encouraging community engagement and social cohesion*

### How will we assess your application?

You must meet all of the eligibility criteria and show that your organisation or the project contributes to our Strategic Grants Priorities. Organisations that demonstrate a close alignment to these priorities and an appropriate evaluation method for measuring success are more likely to be successful with their application.

Due to the larger financial commitment involved with strategic grants we will work with organisations that can demonstrate that they are financially sound. To assess this we will be looking at four main areas:

- Is your income covering expenditure?
- Where does your money come from: Are income sources diverse? Are they at risk? Are they restricted or unrestricted?
- How is your income spent?
- Do you have sufficient processes and reserves to manage unforeseen circumstances?

Whilst we encourage a proactive approach to generating a healthy operating reserve, it should be noted that our core funding grants cannot be used to build an organisations unrestricted reserves. If your organisation has a

surplus you should demonstrate in your application your different income streams including tradable income against your levels of expenditure. Your reserves policy should also reflect how you manage any surplus your organisation generates.

When we say core funding, we mean funding of the core mission of the organisation and its administration, as opposed to funding separate projects. Project funding is for self contained projects such as an activity or a service.

We will also be interested in how you will demonstrate how your project or service will be delivered and how it will contribute to our Strategic Grant Priorities. To show this you will need to provide us with between three to six outputs that will tell us what you will deliver and how you will monitor your progress. Look at the example below to see how we would like to see this presented on the application form.

<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>	<b>Indicators</b>	<b>Measurement</b>
<b>What things are you going to do?</b>	<b>What do you hope to achieve?</b>	<b>What change do you hope to bring about?</b>	<b>How will you know when the change has happened?</b>	<b>How will you collect the information to prove it has happened?</b>
Provide drop in sessions for people needing support with their mental health	100 people needing mental health support attend drop in sessions	Improved good health and wellbeing of local people	30% of people attending sessions report an improvement in their well being	Initial and follow up surveys every three months with clients

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.

### **What happens if we offer you a grant?**

You will be issued with a grant agreement which will contain the full terms and conditions of the grant.

Each agreement will be specific but it is likely that you be required to produce quarterly or biannual monitoring returns. How much we ask for will be proportional to the level of funding you are awarded.

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.

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. We may ask to see this if we offer you a grant.

Full details of the support that we offer through the RISE and other programs can be found on our website at [canterbury.gov.uk/raise-grants](https://canterbury.gov.uk/raise-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](mailto:andrew.smith@canterbury.gov.uk) or 01227 862 312.