



# RISE Strategic Grants R2 2024/25

## Application Guidelines

Thank you for your interest in the RISE Strategic Grant Fund.

This 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.

The grants programme is one of the ways in which we aim to work in collaboration with the voluntary and community sector to meet its objectives.

**Deadline for applications Sunday 6 October 2024.**

We receive many applications, and unfortunately, we cannot support all of them. However, we want to recognise that even if your application is unsuccessful, it does not diminish the value and impact it can have on the community. **Please remember you can ask for pre application advice by contacting [commissioning@canterbury.gov.uk](mailto:commissioning@canterbury.gov.uk).** We are committed to providing feedback to all unsuccessful applicants.

We look forward to receiving your application!

## Application Timetable 2024/25

Application Opens	Monday 9 September 2024
Deadline for Submissions	Midnight Sunday 6 October 2024
Deadline Decision	W/C Monday 21 October 2024
Project End	Monday 3 March 2025
Monitoring Form to be returned	Monday 24 March 2025

## The Application Process

<b>Read this guide</b>	<ul style="list-style-type: none"> <li>– 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.</li> <li>– Get in touch with us if you have questions or if you're experiencing difficulties with the form <a href="mailto:commissioning@canterbury.gov.uk">commissioning@canterbury.gov.uk</a></li> </ul>
<b>Who can apply?</b>	<ul style="list-style-type: none"> <li>– You can apply for this grant stream if you are a not-for-profit organisation working in the community, cultural and sports sectors in the <a href="#">Canterbury District</a>.</li> <li>– 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.</li> </ul>
<b>How much can you apply for?</b>	<ul style="list-style-type: none"> <li>– Grants will be awarded up to £4,000 and £10,000</li> </ul>
<b>What will we pay for?</b>	<p><b>Project delivery funding up to 10k:</b> Your project must meet one or more of the priorities with a maximum of 5% service delivery cost *(including back office expenditure that would normally be paid e.g. day to day management, utilities, office support etc).</p> <p><b>OR</b></p> <p><b>Service delivery funding costs up to 4k:</b> If your organisation's core objectives meet one of the Strategic Grants priorities, you may apply for service delivery funding rather than project support. Service delivery costs mean financial support for non-project-based activity such as, back-office expenditure that would be paid for e.g. day to day management, utilities, office support, regular staffing etc).</p>
<b>Priorities</b>	<p>Projects that contribute to the corporate plan returning pride to our district.</p> <ul style="list-style-type: none"> <li>– <b>Greener:</b> Improve education and awareness raising in the community on climate change mitigation, adaptation, impact reduction and early warning.</li> <li>– <b>Fairer:</b> Improve access to food and health services to support healthy lifestyles.</li> </ul>

	<ul style="list-style-type: none"> <li>– <b>Better:</b> Alleviate poverty and deprivation by offering support for education and training to develop skills to support employment.</li> <li>– <b>Stronger:</b> Promote inclusion and challenge discrimination by encouraging participation in cultural and leisure activities that celebrate diversity and strengthen community bonds.</li> </ul> <p>All projects will need to demonstrate how they will work in partnership with other voluntary sector organisations to avoid duplication and have a commitment to working to a sustainable green agenda that prioritises recycled materials.</p> <p>The panel will be scoring grants through an assessment framework and this round of grants will have additional weighting for the following areas:</p> <p>Projects designed with environmental sustainability in mind e.g. encouraging reusable materials in line with the council's <a href="#">Climate Pledge in 2019 and committed to achieve net-zero carbon emissions by 2040.</a></p>
<b>Check your eligibility</b>	<p><b>Section A</b> of the application form details the specific eligibility criteria. You must read this to check that you are eligible to apply for this grant.</p>
<b>What you will need to complete your application (full list of questions that we ask)</b>	<p><b>Section B</b></p> <p><b>About your organisation and financial position</b></p> <ul style="list-style-type: none"> <li>– Your organisation's contact details.</li> <li>– What type of organisation are you?</li> <li>– Charity number or company number (if applicable)</li> <li>– Is your organisation VAT registered, if yes, please state VAT number.</li> <li>– Which sector does your organisation mainly represent?</li> <li>– What are you applying for (service delivery costs up to 4k or project delivery up to 10k).</li> <li>– Describe your organisation's financial position for the current financial year (Last year's accounts).</li> <li>– What level of reserves does your organisation have?</li> </ul>

- Has your organisation shown a deficit in your last annual accounts?

## **Section C**

### **Project, Outputs, Income and Expenditure and Declaration**

- Your application for a Strategic Grant should demonstrate how your work contributes to the following priorities (tick as appropriate).
- Service users - how many people will benefit from your project/service?
- Which ward areas within the Canterbury district does your work cover? View [boundary maps](#)

### **About your project/organisation**

Tell us what you would like to do with this funding?

- Briefly describe what your project/ service is?
- What difference is your project going to make to the people you are working with?
- How does your project meet the Strategic Grant Priorities?

### **Partnerships, Collaboration and Sustainability**

Describe how you will be working with other partners and Councillors in the district to deliver your aims, to increase the benefit of it to others.

- What organisations are you working with to deliver your project? What agreements do you have in place? How will you communicate with your service users?
- Can you provide written evidence from your main partner to demonstrate how you will be working together.
- Have you spoken to your local City Council Councillor about your project and have their support, please name your Councillor and how they are supporting your project? You can search [our list of councillors by ward, political party, and their contact details.](#)

**Describe the people you aim to work with and how they link to our priorities**

(please relate these to the priorities applicable for your funding stream)

- Describe the people you aim to work with and how they link to our priorities.
- Tell us about the needs of your clients/participants and what issues they face. (This can include statistics, surveys, specific feedback, and quotes from service users.)
- Explain how this funding will increase the number of people you reach and improve the way you work?
- Describe how your users have informed your project?
- Describe where you will be delivering your project in the Canterbury District and the reason these areas were chosen.
- Does this project link to areas shown in the district linked to the index of deprivation (you can find this information on the [ONS website](#)?)

**Your project legacy**

What is the ongoing legacy of this funding and what is your exit strategy?

- What are the ongoing benefits to the district after the project has finished, e.g. Could it attract additional funding? Raise skills or employment levels? Be a catalyst for further work to meet the district's need?
- How will you share your learning and outcomes from this project with other organisations in the district and your local Councillors?

**How is your project contributing to the [Council's Climate Change Action Plan](#)?**

- How are you committing to sustainability and reducing carbon emissions?

Here are some useful tools to help you: [Zero waste](#) - How to send nothing to a landfill. [Plastic-free](#) - How to make your project, free from disposable, single-use plastics. [Free Carbon Calculators](#) - for Individuals and Small Businesses.

**When will your project run?**

- Start and finish date.

**Tell us what you are hoping to achieve and how you will monitor your progress within the funding period (October 2024 - 3 March 2025).**

- How many volunteers will your project/service involve?
- Approximately how many hours in total, will your volunteers give annually?
- How many employed staff will your project/service involve?

**Your project/service outputs**

- Please tell us how you will monitor and evaluate your project?
- What tools will you use, and how will you evidence the difference your project has made?
- You can submit up to 3 outputs. Please keep them simple and number each output followed by the corresponding outcome/measurement.

**Outputs** are the activities and services that you deliver to help you achieve your desired outcomes. **Outcomes** are the actual changes, benefits or other effects that happen as a result of your activities.

Examples:

**Output:** *10-week junior citizen programme targeting year six pupils.*

	<p><b>Outcome:</b> Equip them with the skills to cope with the transfer to secondary school and the challenges they face as young adults.</p> <p><b>Your project's financial information</b></p> <ul style="list-style-type: none"> <li>– How much are you asking for from the Strategic Grants Fund?</li> </ul> <p>Please describe your income and expenditure including income from other funding streams and core costs including staffing and utilities. For project delivery grants we will not fund above 5% of service delivery costs.</p> <ul style="list-style-type: none"> <li>– Ensure your expenditure is balanced with your income.</li> <li>– Include expenditure that is appropriate to your project and offers the best value.</li> <li>– Income can include grants, fees, fundraising etc.</li> <li>– Expenditure can include staffing, equipment, building costs, training etc.</li> </ul>
<p><b>How we assess your application</b></p>	<p><b>After the closing date each application will be scored by a minimum of two council officers. Applications are considered against the following criteria:</b></p> <ul style="list-style-type: none"> <li>– How strong your idea is, how this funding grows your capacity and how clearly you have expressed your aims against the Strategic Grant Priorities.</li> <li>– Evidencing of need, ensuring you can demonstrate the local needs and the service user's involvement informing the project</li> <li>– Clear partnerships with other organisations and how you are working together for the needs of the community you are working with.</li> <li>– The legacy of your project and what are the ongoing benefits.</li> <li>– How does your project contribute to the Council's Climate change action plan.</li> <li>– Clear evaluation processes including realistic, measurable goals and outcomes and robust monitoring outline.</li> <li>– Justification for requested budget and value for money and any match funding.</li> </ul>

<b>How we tell you of our decision</b>	<ul style="list-style-type: none"> <li>– We aim to have a decision for you within two weeks of the submission deadline.</li> <li>– If your application is successful, we may also ask for references to verify your application.</li> <li>– After this, 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.</li> <li>– If your application is unsuccessful, you can request feedback.</li> <li>– There are no appeals process for this grant scheme.</li> </ul>
<b>Your payment schedule</b>	<ul style="list-style-type: none"> <li>– All payments will be made via BACS.</li> <li>– Payments are usually processed within 28 days.</li> <li>– We will pay your grant in two stages. The first amount will be paid to you on receipt of a signed contract. The final amount (£250.00) will be paid once satisfactory grant monitoring has been completed which is <b>due by 24 March 2025</b>.</li> <li>– You must keep records of all your project income and expenditure, including invoices and bank records. We may ask to look at this information at any time during your grant.</li> </ul>
<b>Starting your project</b>	<ul style="list-style-type: none"> <li>– When planning your project please allow enough time for the decision-making process and formal agreements to be completed before your expected start date (NB. This can take up to 6 weeks from the submission deadline).</li> <li>– 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 in your application.</li> <li>– 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.</li> </ul>
<b>Publicising your grant</b>	<ul style="list-style-type: none"> <li>– We actively encourage all of our grantees to publicise their awards. Please acknowledge Canterbury Council in your publicity, from tagging us on social media channels to adding our logo to your publicity materials. Please only publicise your project once the agreement has been signed and official permission has been given.</li> </ul> <p><a href="#">Twitter/X @canterburycc</a></p> <p><a href="#">Facebook @CanterburyCityCouncil</a></p>



	<a href="#">Instagram @canterburycitycouncil</a> <a href="#">Tiktok @canterburycitycouncil</a> <a href="#">LinkedIn Canterbury City Council</a>
<b>Finishing your project</b>	<ul style="list-style-type: none"> <li>– You must complete your project within the same financial year that you receive the funding (<b>3 March 2025</b>).</li> <li>– You will need to complete your grant monitoring due by <b>24 March 2025</b>.</li> </ul>

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](https://canterbury.gov.uk/rise-grants)