

# KCC VCS Grant Prospectus

2016-18

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# Overview

Kent County Council (KCC) launched its [Voluntary and Community Sector Policy](#) in September 2015. Within this we set out a new grant framework for the local authority, adopting standardised definitions and committing to a standardised and proportionate process for awarding grants.

However, during our consultation with the sector we received extensive feedback that we needed to provide more accessible and comprehensive information about grants and it was suggested that we develop a grant prospectus across KCC. We committed to developing this in the policy and we are pleased to introduce this first edition.

This is a live document and therefore it will be updated as new grants become available during the year. The whole document will be reviewed annually and re-published at the end of March each year. Timescales are given for each individual grant however as this is a live document some grants may be closed at the time of publication. However, we hope that the information provided will give organisations an overview of our grant activity and priorities during the financial year.

The prospectus is divided into Strategic and Innovation grants in line with our VCS policy.

*Please note that this prospectus provides an overview of grants, full details and guidance will be provided on application.*

# KCC's Grant Framework

All KCC grants are awarded against our strategic and supporting outcomes

Strategic

Innovation

Principles underpinning all grant funding

Clarity

Accountability

Transparency

Sustainability

We have adopted a set of principles from which commissioners across KCC will award grants, to ensure that there is consistency and equity in our grant funding and to ensure that we are not funding the same need twice.

## Grant definitions:

Our VCS policy sets out our new grant definitions -all our grants will therefore need to meet the criteria set out below. *(This does not include Combined Member Grants):*

### i. Innovation grants:

- a. payment for innovations/pilots
- b. payment to help develop new organisations and approaches which will contribute to the Council's strategic outcomes.

### ii. Strategic grants:

- a. payments to organisations of strategic importance given under the local authorities general powers (Localism Act 2011) to help the authority to achieve its strategic and supporting outcomes.

*Both Strategic and Innovation grants will be awarded over the three year MTFP period and where possible and appropriate will be awarded on a multi-year basis with payments made annually. KCC reserves the right to refuse multiyear agreements where necessary.*

*It is not proposed that either Innovation or Strategic grants should have a financial limit but would not normally be over Official Journal of the European Union (OJEU) limits*

**State Aid:** *When awarding grants, officers must consider state aid rules and seek advice where necessary.*

### **Awarding grants:**

All KCC grants to the VCS can be applied for via our [Community grants page](#) on kent.gov and a standardised template application form will be used by commissioners. This will be flexible so that it is proportionate and meets both the specific requirements of services whilst offering a consistent approach.

All the information you need to apply for our grants will be available on the relevant grant page on our website and an overview contained within this prospectus.

KCC Member grants are not advertised in this grant prospectus as you must have an initial discussion with the relevant member. All the information is available on line [here](#).

### **Sustainability and risk when awarding grants:**

KCC has a duty of care to the sector to ensure that it is not financially dependent on one source of funding, to the extent that the sector becomes de-stabilised. Grants should not be considered an ongoing funding stream beyond the agreed period. Arrangements should therefore be put in place when awarding a grant to manage the closure or alternative funding of the project/service once the grant funding has ceased.

When applying for grants, organisations may be asked (at the discretion of the commissioning officer) to outline their risk mitigation in the event that KCC's funding is withdrawn.

Any grant funding which exceeds 25% of an organisation's annualised income may trigger a risk assessment on financial sustainability, to be carried out by the commissioning officer. This does not mean that funding will be automatically withdrawn in this situation but that risks are managed; it will be down to the commissioning manager to discuss these risks with the grant recipient.

### **Publishing awards:**

Under *The Local Authorities Data Transparency Code*, KCC is required to publish annually (from February 2015) the details of all its grants. Ensuring we have robust internal processes in place is therefore even more important to enable us to track our investment. Our grant register is published on our website and can be found [here](#).

### **Evaluation of grants:**

Whilst our evaluation of grants should be proportionate, grants are not gifts; there will be some expectations or pre-conditions on what the money should be spent on. However, grants should not

be monitored in the same way that we manage contracts; instead we will ask for a simple and proportionate evaluation.

### **What do we mean by evaluation?**

By 'evaluation' we mean a process of thinking back, on what has worked and why. KCC funds many different projects and activities through our grant funding and through our application process we ask applicants to explain:

- How the need for this project was first identified
- The aim of the project and the approach and how it will help us to meet our strategic outcomes
- Who will benefit from the project
- What our grant will pay for- what activities will take place
- How the project will be managed
- How they will know it was successful and capture what worked well or less well

Structuring our application in this way makes it easier to build a story of a project, which can be revisited after the project to see how things went. It also enables us to capture the lessons we learnt, which can inform future funds and projects.

The evaluation at the end of the grant should therefore revisit these questions.

Whilst there needs to be consistency in our approach to evaluation, commissioners may want to collect specific data relating to their grants and the self-evaluation report template may vary according to this.

**All successful applicants will be required to provide a final evaluation by the end of the financial year in which their grant was awarded. If your project is not due to complete by the end of the financial year, we will ask you for an interim report.**

## Overview of Grants:

<b>Strategic</b>	
<b>Grant name</b>	<b>KCC outcomes this grant supports</b>
Village and Community Halls Grant scheme (page 9-10)	<p>Children and young people in Kent get the best start in life</p> <p>Older and vulnerable residents are safe and supported with choices to live independently</p> <p>Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life</p>
Capital Grant Scheme for Sports (page 11-12)	<p>Children and young people in Kent get the best start in life</p> <p>Older and vulnerable residents are safe and supported with choices to live independently</p> <p>Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life</p>
Arts and Culture- The Arts Investment Fund (page 13-14)	Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life
Disabled Children & Young People's Short Break Activity Grants (page 15-16)	Children and young people in Kent get the best start in life
<b>Innovation</b>	
The Early Help and Prevention Grant (page 17)	Children and young people in Kent get the best start in life



# Strategic Grants

## Kent County Council Village and Community Halls Grant scheme

These grants are available to enable communities to improve existing facilities or build a new facility that meets an identified need in the community.

### What KCC outcomes does the grant support?

The grant is aimed at improving outcomes for the whole community and supports all three of the council's strategic outcomes as set out in our [Strategic Statement](#).

#### 1) Children and young people in Kent get the best start in life

- By ensuring Kent's communities are resilient and provide strong and safe environments to successfully raise children and young people

#### 2) 'Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life

- By ensuring Kent residents enjoy a good quality of life, and more people benefit from greater social, cultural and sporting opportunities

#### 3) Older and vulnerable residents are safe and supported with choices to live independently'

- By ensuring older and vulnerable residents feel socially included

### What we expect successful projects to achieve:

The fund will be used for capital projects which enable a community organisation to improve an existing facility or build a new facility that meets an identified need in the community. Projects that may be supported include:

- Building an extension
- Building a new hall
- Upgrade of toilets and/or kitchens
- Replacement windows and heating systems
- Improved insulation

### Funding available:

Grants of up to **£50,000** are available.

A grant from this scheme is conditional upon match funding. KCC can offer a pound for every pound raised, up to 50% of eligible project costs to a maximum of £50,000. For example, if the total project costs £50,000, the maximum the applicant can apply for is £25,000 and the remaining £25,000 must come from the applicant or other sources.

## **Timescales:**

All applications must be submitted by **31<sup>st</sup> December** each year.

Applicants are notified of the decision **3 months after the deadline date (before 1<sup>st</sup> April)**

Successful applicants are required to start the project within the financial year that the award is made. The main outcome of the grant should be an improved hall, but grantees are required to submit a progress report one year after the improvements have been completed, which would include information on whether there has been an increased usage of hall.

Grants are “one-off” although further applications from the same organisation for new projects can be considered. However, only one grant will be provided to any organisation in any financial year.

## **To apply:**

Applicants are required to complete the online application form available through our [website](#) and submit it by the stated deadline.

Officers will review applications for completeness and eligibility, so applicants should answer every question. After an initial review and clarification exercise, a panel of officers from KCC and Action with Communities in Rural Kent will meet to prioritise applications and make final recommendations to the appropriate KCC Senior Manager, who will then make a decision in consultation with the KCC Cabinet Member for Community Services.

## Capital Grant Scheme for Sports

This scheme aims to encourage the development of sports in the county by offering grants to sports organisations to improve facilities and widen participation.

### What KCC outcomes does the grant support?

Applicants are required to demonstrate in their application how they will meet at least one of the following six outcomes which are set out in the County Council's Strategic Outcomes Framework:

#### A. Children and young people in Kent get the best start in life

- Children and young people have better physical and mental health;
- All children and young people are engaged, thrive and achieve their potential
- To increase participation in sporting activities in the 11-25 age range

#### B. Kent communities feel the benefit of economic growth, by being in work, healthy and enjoying a high quality of life

- Physical and mental health is improved by supporting people to take more responsibility for their own health and wellbeing;
- Kent residents enjoy a good quality of life and more people benefit from greater social, cultural and sporting opportunities.

#### C. Older and vulnerable residents are safe, and supported with choices to live well and independently.

- Older and vulnerable residents feel socially included

### What we expect successful projects to achieve:

The Capital Grant Scheme is intended to support the following purposes:

- Provision of facilities for the community of Kent, including specialist facilities, training centres and centres of excellence and performance
- Purchase of new community equipment (not personal equipment or 'road' vehicles)
- Improvements to existing buildings and sites (including education sites), or conversion of redundant buildings (applicants for these projects need to prove how the improvements or conversions will increase participation)
- Levering funding from other organisations into key schemes in Kent, and demonstrating partnership
- Increasing participation in sporting activities

### Funding available:

Individual Grants will be up to a maximum of £10,000, (a maximum is only granted to exceptional projects and where the project is of a county-wide significance) any grant must be spent within the financial year (by the end of March) in which it is offered.

### Timescales:

Applications will only be accepted in May, August and November each year.

All applications must be submitted by 16.00 hours on the last day of those three months.

**To apply:**

Applicants are required to complete the online [application form](#).

*Please note: This form is available to view outside of the submission dates but will not be able to be submitted outside of these timescales.*

Applications will be assessed and considered by KCC's Culture and Sport Group in consultation with the Cabinet Member for Community Services. A decision is usually communicated to the applicant by the end of the following month (ie June, September and December).

## Culture and Creative Economy Service - the Arts Investment Fund

The Arts Investment Fund grants encourage development of creative projects that improve the quality and diversity of creative activity and increase access to culture for all.

### What KCC outcomes does the grant support?

#### 1) Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life

- Kent residents enjoy a good quality of life and more people benefit from greater social, cultural and sporting opportunities.
- All Kent's communities benefit from economic growth and lower levels of deprivation.

### What we expect successful projects to achieve:

Your application will need to demonstrate the following:

1. How your project achieves **artistic and creative excellence**
2. As part of the project development process you have considered how **collaboration and partnerships** may benefit your project and increase impact
3. You have considered how your proposed activity will result in a project that is **accessible and encourages greater participation** in cultural activity
4. Show that your project offers **value for money**

### Funding available:

Funding is for one financial year (1<sup>st</sup> April to 31<sup>st</sup> March) and there is no guarantee of future KCC support. You will need to raise a minimum of 50% cash in your budget from other funding sources. If you are applying for funding above £4,000 please contact [arts@kent.gov.uk](mailto:arts@kent.gov.uk) at least three weeks prior to the deadline to arrange to speak to one of our advisors.

### Timescales:

Applications normally open at the beginning of **December**

The deadline for 2017/18 applications is **noon, Friday 3 February 2017**

Projects cannot start before 1<sup>st</sup> April each year.

### How to apply

Applications for a grant are via the [online application form](#)

**What we will do:**

- We check your application to ensure it is complete and eligible
- We may contact you to request any additional clarification or advise ineligibility
- We will assess your application according to our published criteria and may discuss it with our partners and others
- Recommendations for funding are ratified through the County Council's democratic process
- We then inform you of the decision about your application

## **Disabled Children & Young People's Short Break Activity Grants**

The grants will contribute to short break projects for Kent disabled children & young people under the age of 19 years. They will promote or improve the social well-being of the area, specifically in relation to disabled children, young people & their families.

For the purpose of these grants the definition of disability is taken from Children & Families Act 2014 section 20.

This will include the following:

- Learning disability
- Deaf/deafness, visually impaired or deaf/blind
- Neurodevelopmental disorder
- Life limiting or life threatening condition

### **What KCC outcomes does the grant support?**

- Children and young people in Kent get the best start in life

### **What we expect successful projects to achieve:**

The grants will contribute to short break activities for Kent's disabled children & young people under the age of 19 years, which will meet the outcomes set out above.

We expect successful projects to either;

- ❖ Build on existing activities to increase participation by disabled children & young people
- ❖ Provide activities specifically for disabled children & young people

In order to achieve this, the activity supported by these grants will:

- ❖ Have regard to the needs of those parent carers who would be unable to continue to care or care more effectively unless breaks from caring were available to them;
- ❖ Ensure that disabled children and young people are supported to optimise their physical and emotional wellbeing whilst having fun, being safe; having opportunities to develop new skills to support independence, within their local community.

You will need to demonstrate that any funding secured through this grant process will be used to provide the additional support required to enable disabled children and young people to attend and not for any universal, mainstream or transport element of the service

Parents of disabled children & young people have told us that they would like the short break activities to be:

- ❖ delivered by a service they have confidence in
- ❖ affordable
- ❖ during the school summer holiday and that they also find regular club activities helpful throughout the year.
- ❖ Open access so they can refer their own child

The grants are not available to support holidays for individual children & young people.

A good project will ensure that there are appropriately trained team members to meet the identified needs of individual children and young people.

It will support families in building positive memories and will have a process in place to communicate with parents & carers about the activities their child has engaged in.

### **Funding available**

There is funding available to provide an equitable & consistent offer across the Kent County Council area.

Bids may be made for any sub locality of the KCC area or any subdivision of age range or disability

KCC will use the following to inform decisions.

1. population analysis
2. levels of deprivation
3. level of needs

Bids will be in the range of £500 to £49,999.

You can bid for more than one grant but you will need to complete an application for each grant.

KCC expects that any project will collect a parental contribution towards the cost of the service & a good service will show how this is applied

### **Timescales**

The grants are offered for the financial period 1st April 2018 - 31st March 2020.

### **How to apply:**

Application is on line only and can be applied for [here](#).

Completed forms will need to be returned to by 12 noon on the 22nd November 2017.



# Innovation Grants

## The Early Help and Preventative Services Fund

The Early Help and Preventative Services grant supports local decision making relating to Early Help priorities. The grants will support new and existing organisations and innovative projects which contribute to meeting the local need and priorities for the District's children and young people.

### What KCC outcomes does the grant support?

Children and young people in Kent get the best start in life

### What we expect successful projects to achieve:

These grants will support each of the twelve Districts in Kent allowing local projects and services to be developed in a flexible and responsive way through a community based offer. The aim of the grant fund is to support local priorities whilst encouraging creativity through projects and services that improve outcomes for children and young people.

Future sustainability planning should be included in applications.

## Funding available

The minimum level of application should be for grant funding of £500 with no single grant exceeding £13,500

All grants will operate on a 12 month basis. Grant funded projects and services must be able to provide evidence of impact against local priorities.

## Timescales

Grants will be awarded on an annual basis.

Applications for 2018/19 grants must be submitted by midday **3<sup>rd</sup> January 2018** and open on the **27<sup>th</sup> November 2017**.

## To apply:

All Applications must be made via the application form [link](#) and will be assessed against the appropriate district priorities. Applicants are encouraged not to leave their applications to the last minute to ensure that there are not any glitches that interfere with their application being processed.

**KCC VCS Grant  
Prospectus 2016-18**