Example Procedures Template for Community Grant Scheme

You will need to ensure your procedures meet the National Lottery Heritage Fund's Terms of Grant and any of your own organisational requirements. The below is an example and you may wish to vary it to your own circumstances. A version of this could be used to clearly define your procedures for those wishing to apply to your grant scheme. It may be that you wish to explore other ways of applying for your grant programme, such as a proposal or by letter, rather than using a form.

If you decide to have different levels of grant you may wish to vary the procedures you wish to follow below a certain threshold. Above £10,000 you may require more detailed cost breakdowns and reporting, for example, and more reporting milestones.

The level of monitoring is up to you, at a minimum we require evidence of what was proposed and what the project delivered against this and its costs, outputs and outcomes.

Application Procedures

You can find all of the information you need to complete this form on the scheme at: https://www.heritagefund.org.uk/publications/community-grant-schemes/

- Support available to potential applicants includes
  - Introduction and guidance document that outlines how the grants scheme works, what and who are eligible and how the scheme is administered.
  - Example application form

[Optional additions:
  - Telephone and site based support [add info]
  - Pre-application form to gain feedback based on costs and proposed work schedule before full application is made]

- Once the applicant has decided to make an application
  - Applicant fills in application form and submits with required supporting information.
  - Investment Manager checks and assesses application form.

Grant Panel Procedures

The Grants Panel consists of the following people:

[insert names and organisational affiliation].

- Before the panel takes place
  - The panel receive copies of the applications or a summary report by [insert officer here if you will be providing this service] of the applications received.
- The decisions of the panel and the ability of the panel to operate is governed by the Grant Panel Assessment Criteria [you will need to set this and may wish to make this publically available].
  - A quorum of [X (suggest three)] members is necessary for the panel to make decisions.
  - Mandatory criteria (for example, are they an eligible organisation) are assessed before the panel meeting.
  - Assessment criteria, for example, value for money, does application meet scheme objectives are discussed by the panel.
  - Decisions are usually made by consensus but there is provision for a vote to take place with the chair of the panel having the casting vote in the event of a tie.
  - All applications that meet the criteria and the quality threshold are awarded a grant if there is sufficient budget. The panel reserves the right to use a scoring system in the

event of the grants scheme becoming competitive and not being able to make an award to all qualifying applications.
- The decisions that the panel can make are as follows:
  - o Reject application
  - o Make recommendations and suggest a resubmission
  - o Make an award but impose additional conditions to the standard grant conditions.
  - o Make an award without additional conditions.
  - o [offer a lower amount].

Post Grants Panel Procedures

Rejected applications

- Send rejection letter by email [and phone applicant and explain the reason for the decision].

Resubmission

- Phone applicant and explain reason for decision made and what needs to be addressed. Invite applicant to resubmit.
- Confirm decision by email.

Approved

- Phone applicant to give them the good news
  - o Talk about conditions if any
  - o Discuss payment details and schedule
  - o Milestones
  - o Progress report and claiming
  - o [Volunteer time recording]
- Send and e-mail
  - o Congratulations letter
  - o Grant award contract [if separate to letter].
  - o Bank details form
- When bank details and any due diligence required have been received:
  - o Make payment if in advance
  - o Update on your management systems

Grant Claim and Sign Off Procedures
This area may vary considerably depending on your own internal procedures but should adhere to the National Lottery Heritage Lottery Fund Terms of Grant and Receiving a Grant guidance.

Before a grant can be considered complete you will need to satisfy yourselves that work has been done and progress has been satisfactory. You may wish to do this through receiving progress reports or photos, or visiting the sites.

- Invoices and receipts of over £250 to be sent. Those below this amount you should keep in case they are requested by the National Lottery Heritage Fund.
- Final report on what was delivered linked to the reporting that the National Lottery Heritage Fund grantee will need to do to satisfy National Lottery Heritage Fund that the grant programme has been delivered satisfactorily and that the original outcomes and aims of the schemes have been met.
- Evidence that they have done acknowledgement increasing awareness of the impact of National Lottery Funding from the National Lottery Heritage Fund.
- You may request they do a light touch Evaluation report.

Example application form

Community Grants Application Form

Grants available in the scheme from £XXX to £XXX

[we suggest that you may wish to set an upper and lower amount that you feel is achievable in your scheme – no lower than £250 and no higher than £25,000].

Before completing this application we strongly recommend that you read the Introduction and Guidance notes and other guidance documents that can be found on the grants pages on the website: https://www.heritagefund.org.uk and/or speak to the Investment Manager for the scheme.

Date received:
OurRef:

GRANTS Application Form

Grants available in between X and X

Title of the project

1. About you

1a. Name and address of your organisation
•   Give your official or registered address.
•   The name should be the same as on your constitution.
•   If this is a joint application, give the name and address of the lead partner.

Name of organisation:
Address (including postcode):

1b. Address of your project (if different from 1a)
Name of site or place:
Address:

1c. Details of main contact person
•   This should be someone who can talk about the detail of your application.
Name:
Position:
Address (if different from 1a):
Daytime telephone number:
E-mail:
1d. Type of organisation
•   Please tick one of the following.

Local authority (other than parish or town council)
Private individual
Registered charity   Number:
Limited company   Number:
Voluntary or community group
Parish or town council
Other

1e. If your project involves buildings, land or objects, do you own these outright?
• If you are not the owner tell us what agreement you have with the owners to undertake the works.
• See Information and Guidance notes on ownership requirements.
Activities only project. Agreement with landowner to carry out activities already in place and will be sent with supporting documents.

2. Your project

2a. What is your project
• Please give a short factual description of your project in no more than 100 words.

2b. Which of our priorities does your project support?
To be considered for support your project must meet [one or both] of our priorities. Please tell us how the project will do this. The priorities are:
[insert priorities]

2c. The need or demand for your project.
Please tell us the following:
How you got the idea for your project.

How you know there is a need or demand (or both) for your project.

3. Carrying out your project

3a. When will your project start and finish?
• Where possible you should aim to start your project within [one/ two months] of being awarded a Grant.
• You should aim to finish your project no later than [date]. [NB grant completion can overrun so we suggest you add a three month 'buffer' to this time].
• Your timetable should allow enough time for us to assess your application.
Start date:
Finish date:

3b. How will you manage your project?
• Tell us about the skills and experience of the person who will lead your project and of the people in the project team.
• Identify any training that will be necessary for or will improve the delivery of the project, whether staff, volunteers or local communities.

3c. Tell us what will happen to things that your project has produced, (for example, an exhibition after the funding ends)
• If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to enjoy it.

4. Costs of your project (please refer to notes on page 11)

4a. What are the costs of your project?
• Tell us about the cost of your project. The value in the cost column should be the cost including any VAT that can't be recovered.
Description   Irrecoverable VAT   Cost
TOTAL £

4b. How did you calculate your costs?
• How do you know your costs are realistic? Reasons could be publicly advertised costs, you have obtained quotes or you have paid for similar work in the past.

4c. How will your project be funded?

Grant (how much you are asking from us)   £
Other sources of funding (please provide details)Secured?
TOTAL (this must be the same as the total in 4a)   £

Documents you must send with your application form.
1. Copy of your organisation's constitution (formal rules), unless you are a public organisation or private individual.

2. Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items.

3. Copy of recent accounts or last three months of bank statements.

For larger grants:

[4. A small selection of photos or drawings that will help illustrate your project.]

[5. Letters of support (no more than six) from other organisations. They should be specific to the project rather than general letters of support.]

[6. Job descriptions for any new staff positions included in your grant request.]

[If a public sector body is running the Community Grant Scheme you will need to consider Freedom of Information.]
[All applicants need to take due consideration of legislation such as data protection].

Declaration.

•   I have read, understand and accept the notes that came with this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.
•   My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
•   I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
•   I am authorised to put forward this application on behalf of my organisation.
•   On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant (and those of the National Lottery Heritage Fund as the origin of the funds) and any further terms and conditions set out in the grant notification letter.

Name:
Organisation:
Position:
Date:

Please send the completed form to: [address/email address].

Notes
The following notes explain more about the information we are asking for in section 4,
The cost of your project.

•   You should only add values in the VAT column where you or your organisation can not claim them back. For more details contact HM Revenue and Customs (www.hmrc.gov.uk) to check how much value added tax (VAT) you will be able to claim back. If you underestimate costs for VAT, you will have to pay the extra costs;
•   Your request for a grant should be between £XXX and £XXX.

What are the costs of your project?

How will your project be funded?
- List any matched funding contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid)