



Community Fund

making a difference in Mendip



Shape Mendip Lottery Community Fund

Guidance and Criteria

1 What is the Shape Mendip Lottery Community Fund?

In order to support projects which benefit local communities Mendip District Council has set up a new community small grants scheme using income from Shape Mendip Lottery ticket sales.

2 Eligibility

- a) Projects must take place in the Mendip area (defined by the Mendip District Council boundary), and benefit local communities.
- c) Each organisation may bid for a single project up to a maximum of £500.
- d) Applications cannot be retrospective for costs already incurred.
- e) The fund is intended for new initiatives, not to replace or substitute for other withdrawn public sector funding. Similarly, this is not an appropriate source of funding for something which would normally be provided by the District or County Council as part of normal service delivery.
- f) Funding cannot be spent on staff costs. If it is necessary to employ staff to deliver the project then this should be funded from other sources.
- g) Applications must be compatible with the Council's commitment to equal opportunities.
- h) Applications must be received by 5pm on Thursday 28th February 2019. Late applications will not be accepted.

3 Who can apply for a grant?

The Shape Mendip Lottery Community Fund is intended for local voluntary and community organisations, village halls, social enterprises and community interest companies. Faith groups may apply as long as projects are inclusive and fully comply with Mendip District Council's Equal Opportunities Policy. Funding cannot be paid to individuals or private companies.

Your application will need to be accompanied by your organisation's constitution, rules, or terms of reference.

4 How will applications be judged?

The application form asks for information about what the project intends to achieve, evidence of need and who will benefit. Please give as much detail as possible.

Applications will be judged on a balance of project benefits and deliverability. Priority will be given to applications that support the Council's objectives for Inclusive Growth. For example projects that:

- Add to community health and wellbeing
- Create educational, training or work opportunities
- Improve quality of life

Eligible applications will need to demonstrate how the project will be implemented and who will be responsible for the implementation, including clear details of who will be responsible for any future ongoing costs if applicable.

Please consider all of these criteria when completing the application form.

Some of your answers will need to be evidenced by supporting documents. These are referred to within the questions on the application form, All boxes can be expanded to include all relevant information in answering the questions.

You are welcome to discuss your application with Emma Plummer before submitting it. In the first instance, please use the following contact details:-

email: emma.plummer@mendip.gov.uk telephone: 01749 341325

5 What else is required?

Questions 17 to 22 set out the financial information that you need to provide.

Question 19 asks for bank details.

Please note that this must be a bank or building society account in the name of your organisation which needs at least two signatures on each cheque.

Question 22 contains a summary of the supporting documents that need to accompany your application.

You can submit your application:-

By post to: Emma Plummer, Project and Improvement Officer, Corporate Services, Mendip District Council, Cannards Grave Road, Shepton Mallet, BA4 5BT

By email to: emma.plummer@mendip.gov.uk. If sending by email, please ensure you have included a scanned signature in the Declaration box.

6 What happens next?

After the 28th February deadline, officers of Mendip District Council will assess all of the received applications to ensure they satisfy the criteria for eligibility (see section 2 above),

whether any further information is required, and whether costs are realistic relative to the proposals and the funds available.

Applications which are clearly ineligible or inappropriate may be rejected. Otherwise, officers will prepare a report for the Shape Mendip Lottery Community Fund Panel, summarising the bids and making a recommendation.

The Shape Mendip Lottery Community Fund Panel comprises of Mendip District Council Councillors and one Community Representative, and meets to assess the applications and make the final decision on awards for the Shape Mendip Lottery Community Fund

Where the panel is satisfied that an application meets the criteria set it has a number of options available:

1. It can award funds to the project – this may be all or part of the sum applied for.
2. Following initial assessments using the publicised criteria, if there are more eligible strong applications than funds available it may choose to prioritise applications as it feels appropriate until funds are exhausted.

Please note that the panel's decision will be final.

7 Conditions of funding

If your organisation is awarded a grant an offer letter will be sent to you, setting out the terms and conditions attached to the award. You will also receive an invitation to attend the Awards Ceremony on Thursday 7th March at 5:30pm in the Council Chamber at Shape Mendip Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT

Successful organisations will be required to enter into a funding agreement with the Council for the duration of the funding.

Funding will need to be spent by March 2020.

Mendip District Council may require that successful applicants participate in promotional photos and other public relations activities which promote the fund.

The Council may publish the names of the organisations and amount of any award.

8 Monitoring arrangements

The Officer will prepare a funding agreement which will include monitoring arrangements. As appropriate the Council may visit the project and also, ask to see further documentation and records in support of the monitoring arrangements.

During the funding period we will want to learn about the progress of the initiative for which you received funding, whether the initiative is likely to achieve what it set out to deliver or if any changes are required. Additionally we will be interested in other issues affecting your organisation or that impact on Mendip's community.

In the event of any serious concerns, the officer may write to you about such matters and where necessary set out what further action is necessary.

Applications must be received by 5pm Thursday 28th February 2019.