

Small Grants Fund 2017-18

Information for Applicants

1. A Small Grants Fund of £80,000 has been made available in 2017/18.
2. There are six mid-month application deadline dates during 2017/18 as follows: 12 noon on 15.7.17, 15.9.17, 15.10.17, 15.11.17, 15.12.17 and 15.1.18. The fund will close to new applications after 12 noon on 15.1.18 and may reopen in 2018 subject to budget availability. Payments are likely to be made approximately 2 – 3 months after the deadline dates to allow for assessment and due process to take place. If decisions are called in for examination by Select Committee, payments will be delayed. **Please note that it is likely to be approximately 2 - 3 months from the application deadline date before any payments are made, to allow for assessments and due process to take place. Check the application deadline dates above to work out likely payment timescales. Do not apply if you need the funding sooner as we will not make a retrospective award (see point 9).**
3. To ensure that the £80,000 pot is available throughout the year, it will be divided between the six decision points. This means that approximately £13,000 will be available at each decision point.
4. The maximum award will be £1,000 but smaller requests are encouraged.
5. Our funds are limited. Please carry out a free search for funding on the [West Sussex 4 Funding](#) portal BEFORE you apply for any WSCC grant. We only expect to award grants to groups who are unable to secure funds from elsewhere.

Please note, you cannot apply to more than one WSCC fund, ie: Small Grants, CIF or MBSF, either concurrently or subsequently in the same financial year, for partial or whole funding of the same project. However, if your application is unsuccessful, you may reapply to one of these funds but please take notice of the reason for refusal.

If you would like to discuss your bid or potential project, or talk to someone about building on partnership opportunities, please contact: communities@westsussex.gov.uk

6. Your application will be considered if:
 - o Your organisation is based in West Sussex and the grant will be used to benefit West Sussex residents.
 - o The amount you request is anything up to a maximum of £1,000 – if you want a small amount of money for the same thing every year, you can apply for e.g. £150 every year for 4 years – as long as the total award is for no more than £1,000.
 - o If successful, you will receive the total amount now, for you to spend in the coming years as per your application. This will avoid year on year applications for small amounts for the same item.
7. Our focus for investment for 17/18 is as follows:
 - o Supporting the 5 Ways to Wellbeing. You can find out more about this by clicking [here](#).
 - o Local people helping one another
 - o Helping people to access community based support

The more closely your bid meets this focus, the greater your chances of success
8. We are targeting this funding (capital or revenue) towards small organisations, so we do not expect to see applications from larger organisations such as regional or national organisations, or those with significant resources, staffing or reserves.

9. We will not award a grant if:
- The award is for an individual.
 - The award is for a political party or a pressure group.
 - You are applying for more than £1,000.
 - The award is retrospective.
 - Your activity duplicates other similar, sufficient provision.
 - You are waiting to hear from other funders about bids for the same grant element.
 - The award is for insurance
 - The bid comes from a school
 - You do not have a UK based bank or building society account in the name of your organisation
 - Your group is a membership organisation (unless you can demonstrate that the award will also benefit the wider community)
 - You are a precepting authority
10. You will receive an acknowledgement of receipt of application within a few working days. If you do not receive an acknowledgement within a week of submitting your application, please get in touch (details below) as something may have gone wrong with the submission process.
11. When you are completing the application form, please remember:
- The person reading it may not know who you are or what you do.
 - Use plain language and to avoid acronyms related to your activities.
 - Be as specific as possible about what you plan to do and remember to describe how your activities help us to meet our priorities – in this instance this means describing how your proposed activities promote the Five Ways to Wellbeing.
 - Do your homework about other similar activities and have a good understanding of why your particular activity is needed. We are unlikely to fund something that we feel is already catered for and/or where you cannot demonstrate a need for it.
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12. We must protect the public funds we administer, so we may use the information you provide on the application form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
13. All payments will be made by Bank Transfer, so you must have a UK based bank or building society account in the name of your organisation.
14. Completed applications should be submitted by e mail or post to:

E mail: Community.Initiatives@westsussex.gov.uk

Post: Small Grants Fund, West Sussex County Council, Room 237, East Wing, County Hall, West Street, Chichester, PO19 1RQ

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