

Sheffield City Council

Ward Pot Grants 2019-20

Application Guidance



Our aim

The Councillors' Ward Pots aim to support stronger, successful communities by making grants available to local voluntary, community, and self-help groups and projects that want to make a difference in their local community and which contribute to at least one of the ward priorities

Please read this guidance carefully to help you complete the application form and to ensure that your group is eligible to receive funding. If you are unsure about your project and want to discuss it further please contact us on 0114 205 7300 or 0114 273 4631 or email wardpots@sheffield.gov.uk

Who can apply?

You do not need to be a registered charity or have a constitution to apply. You may apply for a grant provided that:

- Your group is not for profit.
- You have a bank account in your group's name and at least two people (not related to one another) must sign any cheque or withdrawal from the account.
- Your group can run the activity and complete the form, even if you get some help with this. The contact for the grant and the person signing the form must be a member of the group or its management committee.
- Your activities begin and costs are incurred after receipt of a grant. **You must also spend the entire grant and complete activities we have funded by 31 March 2020 or before unless this is an activity for Easter 2020, in which case this will be extended to the end of April 2020**
- Your group or activity is open to everyone. If your activity is not open to everyone, you need to tell us why and Councillors will decide if it is eligible.
- Your activities are for the benefit of people who live in the Ward(s). If you are unsure which Ward your activities take place within, please use postcode or location of your venue on the searchable map on <http://www.sheffield.gov.uk/home/your-city-council/electoral-wards>

We do not consider applications from:

- Other City Council departments;
- Public bodies such as Parish or Town Councils, hospitals or health bodies;
- Educational establishments including schools, universities or colleges. We **will** accept applications from school PTAs and Friends group as long as applicants demonstrate that the application is for not for mainstream educational activity
- Private businesses;
- Individuals, including consultants, tutors or instructors.

We do not consider applications for:

- Activities which do not demonstrate benefit to the specific ward applied within. You should not apply to multiple wards for a single activity (e.g., a city wide event) but should demonstrate activity and benefit, which is distinct to the ward in question.
- Activities for which there is no evidence of need or demand;
- Costs which have already been incurred before the grant has been awarded;
- Activities primarily aimed at promoting religious or political beliefs;

- Loans, debts or endowments;
- Flat rate volunteer expenses (as opposed to actual out-of-pocket expenses);
- Anything that might bring the Council into disrepute;
- Costs that you would reasonably expect to fund yourself;
- Costs for the benefit of individuals.

Completing the form

1. Complete all sections of the application form

All sections of the application form must be completed or your application form will automatically be rejected. If you have any queries, please contact us on 0114 205 7300 or 0114 273 4631 or email wardpots@sheffield.gov.uk

If possible, please provide a contact email for your application in the Contact Details section of the form. If you provide an email we will use this as to contact you about your application, so please be sure to check it regularly. If you don't have an email we will contact you by post at your contact address. **Please note if you are a previous Ward Pot recipient please use the same Contact Details used in previous applications or request to change the details, especially with regards:**

- [Bank Account Name and Account Number](#)
- [Contacts Name](#)
- [Contacts Email Address](#)

2. Ward priorities (Q5&6)

Your activities or event need to fit in with the priorities of one or more Wards for the areas you are applying to. Please tell us in question 5 which Ward(s) you are applying to. In question 6, you need to tell us which of the Ward priorities your activity will contribute towards. Ward priorities for each ward can be found on the Local Area Partnership blogs -

<https://northsheffield.wordpress.com/category/ward-priorities/>
<https://northeastsheffield.wordpress.com/category/ward-priorities/>
<https://eastsheffield.wordpress.com/category/ward-priorities/>
<https://centralsheffield.wordpress.com/category/ward-priorities/>
<https://southsheffield.wordpress.com/category/ward-priorities/>
<https://southeastsheffield.wordpress.com/category/ward-priorities/>
<https://southwestsheffield.wordpress.com/category/ward-priorities/>

Please tell us in question 5 which Ward you are applying to.

3. Activities (Q7&11)

Tell us what you will do with the grant, how many people you expect to take part or an **estimate** of the number, their age, sex, ethnicity, whether they are disabled etc. Tell us the **date, time and venue** if the grant is to pay for a one-off event. If it is to buy equipment, tell us when you will do so. For an ongoing activity, tell us the **period over which it will run**.

4. Activities taking place in a park, open space or woodland or upgrades to premises (Q8)

You must confirm that you have permission from the landowner (whether it is Sheffield City Council or another agency) to use the site for the purpose stated on your application. Your Group should keep evidence of the permission and make it available if we ask to see it. If your organisation does not have appropriate permission, your application will automatically be rejected.

5. Adequate insurance (Q9)

We ask you to confirm that adequate insurance is in place to cover any activities being delivered

or items purchased (for example, public liability insurance with a minimum of £2m cover). If your organisation does not have adequate insurance, your application will automatically be rejected.

6. Child protection & the protection of young people & vulnerable adults (Q10)

If you are applying for funding for a service or activity that involves working with children, young people or vulnerable adults it is your responsibility to have acceptable safeguarding policies and procedures in place which meet your legal responsibilities. You must have a policy and procedures which are relevant and appropriate and these must be put into practice. This includes obtaining Disclosure and Barring Service (DBS) checks and ensuring that individuals are not permitted to undertake particular activities where a disclosure casts doubt on their suitability to do so. We do not need you to send a copy of your policy and procedures to us but we may ask to see them or may visit your organisation to check that these policies and procedures are being put into practice. You are asked to confirm that your organisation understands and discharges its duties and responsibilities in respect of their protection. If you do not have these in place contact us immediately on 0114 205 7300 or 0114 273 4631 or email wardpots@sheffield.gov.uk otherwise your application will be rejected. For further information and guidance on the term 'vulnerable' adult in relation to current legislation see Sheffield City Council webpage at <https://www.sheffield.gov.uk/home/social-care/adult-abuse.html>

7. Equality of opportunity (Q7&12)

We want to ensure that the grants we make comply with the Council's duties under the Equality Act. We do not need you to tell us how you try to promote equality of opportunity, eliminate discrimination and foster good relations in delivering your service or activity, but we do want to be sure that you do not unintentionally discriminate against anyone with a 'protected characteristic' which includes: age, gender, sexual orientation, religion and belief, race, gender reassignment, pregnancy and maternity, marriage and civil partnership and disability. We ask you about who can participate in the activity you are applying for funding for in question 7.

If your group/ activity is for men/boys only or women/girls only you will need to tell us why in question 12 so that we can be sure that you are exempt from the provisions of the Sex Discrimination Act 1975 as amended by the Equality Act 2010 which does not allow the Council to do anything that constitutes discrimination or harassment within the meaning of this legislation.

8. Financial information (Q13 to15)

If you want a Ward Pot Grant as a contribution to something that is more than the maximum grant available, or if you have already raised some funds but just need a grant to reach your final fundraising goal, please tell us how you have raised, or intend to raise the additional funds in Q14, including any contribution from your groups reserves. The Ward Pot Small Grant must be **spent by 31 March 2020 unless this is an activity for Easter 2020, in which case this will be extended to the end of April 2020**, so if you cannot fundraise the full amount and have not purchased the item or run the activity by 31st March 2020 you will be required to pay the grant back to Sheffield city Council.

It is likely that Ward Pots will be oversubscribed. Councillors may decide that to support as many groups as possible, they will offer grants smaller than what you have requested. If you think you cannot do what you intend without the full amount, please tell us in Q15. If you think you could still do what you intend to, for **example**, by fundraising from another source, or scaling back on the event, please tell us about this and whether it will have any negative impact on what you want to do.

Please note, we do not require you to send us a copy of the group's accounts or a financial statement showing your group's income and expenditure for the most recent 12 month period, but we expect that these documents are in place and can be made available to us if needed. If you are a fairly new group, please set up a way of recording income and expenditure, as we may ask to see this. For help with this, please contact Voluntary Action Sheffield on 0114 253 6615.

9. General Data Protection Regulation

Sheffield City Council is fully committed to full compliance with the requirements of the General Data Protection Regulation. The council will therefore follow procedures which aim to ensure that all employees, elected Members, contractors, consultants, partners or other servants or agents of the council (collectively known as data users) who have access to any personal data held by or on behalf of the council are fully aware of and abide by their duties under the General Data Protection Regulation

The council regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the council and those with whom it carries out business. The council therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

Who decides about our application?

Application forms will be checked against the requirements in this guidance and eligible applications will be considered by Councillors in each Ward.

When will we find out if we've been successful?

Councillors will meet to discuss applications at regular intervals during the year

We aim to contact you by email to tell you the outcome of your application. If you don't have email we will send notification through the post. On some occasions, Councillors may decide to award you a grant but for less than you applied for. You will then have the opportunity to decline this award if your activity will not be viable.

How will our grant be paid?

Grant payments will be made in one instalment by Bankers Automated Clearing Services (BACS) directly into your organisation's bank account. If your group has not had a grant or other payment from the Council before, or you tell us you have changed your account since your last payment, you will need to be set up or your details changed on our payment system.

Part of this process will involve your nominated contact receiving an email to complete a weblink. The named contact may also receive a phone call. Emails and phone calls will be made from Sheffield City Council's Trade Supplier's Team, tradesuppliers@sheffield.gov.uk. Payments cannot be made until this process has been completed.

Our Trade Supplier team will send you an email asking you to follow a link that will take you to Sheffield City Council's secure website to enter your bank details electronically. Please **do not** include any bank details for your group in this application form.

What do we need to do after being awarded a Grant?

If you are awarded a grant, you will need to keep to the Ward Pot Grants Conditions, which you accept by completing the *Ward Pot Grants Signature and Conditions Form 2019-20*, as part of your application. You will also need to return a monitoring form which we will send to you with your payment email. This will need to be sent back within a month of your activity ending – the sooner the better when it is fresh in your mind, but by **30th April 2020 at the latest**. Failure to return this monitoring promptly (or that of previous awards) may affect the approval of future funding applications.

If you have a query or a concern:

Please email us at: wardpots@sheffield.gov.uk or telephone 0114 205 7300 or 0114 273 4631. We will contact you to tell you what we have done in response to your concerns and explain how to take it further if you are not happy with the outcome.