



Tonbridge & Malling Borough Council

Community Enhancement Fund 2014

Guidelines for Applicants

Am I eligible to apply?

The fund is open to parish councils, local charities, local voluntary and community groups, sports and arts bodies and other similar organisations that operate within Tonbridge and Malling. Applications can only be made by bona fide groups and organisations located in the borough or, in the case of voluntary sector bodies and charities, those that provide services to all or part of the Borough. Groups and bodies must have a written constitution (or equivalent) and a bank account. Please note that the fund is not open to individuals or commercial enterprises.

What projects will the fund support?

The overall purpose of the Community Enhancement Fund is to provide funding in support of local projects and initiatives that make a positive difference to the communities and residents of Tonbridge and Malling. Please make sure you let us know on the application form how you think your project could achieve this.

Priority will be given to bids in support of local projects and initiatives which add value to community work, deliver clear beneficial outcomes and/or enable projects to proceed which may not have otherwise happened without support from this fund. Projects should ideally be related to one of the Council's key priorities.

Please note, funding will not be offered to support recurring revenue costs. Bids will only be supported if they are made for one-off purchases or expenditure. Bids which may have on-going revenue funding implications cannot be considered.

The costs of routine repairs and maintenance of buildings or other facilities are specifically excluded. Hospitality expenses related to parties or events, including refreshments, will not be eligible for funding.

We are able to provide match funding, will that help?

Yes. Applicants will need to demonstrate that additional funding has been obtained from other sources to assist with the proposed purchase/project. Bids for 100% of project costs are unlikely to be accepted.

What type of funding is available?

We wish to help as many local projects and initiatives as possible. Therefore, funding is available for both one-off expenditure and capital projects. However, funding for projects which are clearly the responsibility of other public agencies to deliver will not be given and funding cannot be provided for projects and proposals on a retrospective basis.

When can I apply?

Funding bids need to be submitted between the 7 July and the 8 of September. Late bids cannot be accepted.

How much and how many grants can we apply for?

The maximum level of grant to be awarded to any one project will normally be £2500. Awards above this amount will only be made in exceptional circumstances, for example, in relation to projects linked to the World War 1 Centenary. If you are applying for more than the maximum, please tell us why on a separate sheet when submitting the application form.

To ensure all local groups have a fair chance of receiving some funding, grants will be limited to one award per organisation.

When will we hear if we have been successful?

Initial decisions will be made by 23 September and all applicants will be notified after that date as quickly as possible.

My application has been successful, what happens next?

Payments to applicants will be made on the receipt of appropriate invoices and proof of purchase. Advance funding will not normally be available.

Please note that if you are receiving grant support from the fund, you will be expected to provide information to the Borough Council demonstrating how the grant was spent and the outcomes of the work undertaken. We will contact you when we need this information.

Applicants must also agree to acknowledge the support of the Borough Council in any publicity material about the project.

When do I have to complete my project?

The project or proposal should normally be completed within 6 months of the grant being offered. No grant will be paid after that date.