

**Tonbridge & Malling Borough Council
Community Development Grant Scheme
2024/25**

**Guidelines for Grants
(maximum grant £5000)**

1. Who can apply?

Any organisation which:

- is based in the Borough and/or is providing a direct service to residents of the borough in line with community priorities
- provides services that will promote or improve the economic, social or environmental wellbeing of the area for the benefit of residents of Tonbridge & Malling and can clearly demonstrate this
- is in the community and voluntary sector, not-for-profit sector or a town/parish council
- has a constitution or set of rules setting out its aims and objectives
- has a bank or building society account in its own name
- can provide externally examined, or signed accounts for the previous financial year

2. The Council's Funding Priorities for 2024/25

Specific priorities for funding for the coming financial year are as follows:

- A specific project deliverable in the year the grant is awarded
- Projects which are funded from a variety of sources where the Council can provide additional financial support
- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy
- Projects which address one or more of the following priorities:
 - **Helping vulnerable communities through the cost-of-living crisis**
 - **Supporting healthy lifestyles**
 - **Improving community safety**
 - **Helping people gain skills to access the workplace**
 - **Supporting environmental and carbon reduction initiatives**

The Council will consider applications for core funding to support the on-going work of voluntary and community groups but will give higher priority to those applications seeking funding for a specific project or purchase.

2. Monitoring

Organisations will be asked to complete a monitoring form towards the end of the financial year in which the grant was received.

3. We will not grant aid

- organisations seeking to add capital to their investments or reserves
- local organisations whose total fund-raising is sent to their central HQ for redistribution
- individuals seeking sponsorship
- groups whose main aim is campaigning
- activities that promote religion
- groups that hold levels of reserves which are not in line with the Charity Commission's guidelines
- activities, the full cost of which can be charged for

4. Awarding Grants

The table below sets out the criteria and associated scoring that will be used for comparative assessment of applications for grants. This is provided to assist applicants in setting out their grant applications. Applicants are not expected to score themselves against the criteria; this will be done independently once the applications have been received. Applicants will be advised of the outcome of their grant applications in June 2024.

The Council will operate an internal review process and will accept a request for a review of any decision. Any such request must be made in writing or email to the Council and should state the reasons why the applicant is aggrieved with the decision of the Council. A request for review will be considered by a senior officer and the applicant informed of the final decision. The decision of the Council on any eligibility matter will be final.

	UK Shared Prosperity Fund Tonbridge & Malling Borough Council Community Development Grant Scheme 2024/25	Ref. No
<p>How to fill in this application form</p> <ol style="list-style-type: none"> 1. The decision about a grant will be made on the basis of information you submit on this form. 2. It is essential that you fully complete all parts of the form itself, even if this information is included in other documents you may submit. 3. Please remember to attach copies of signed accounts for the last 2 years, or a budget for the first year if this is a new venture and a copy of your constitution or set of rules. 5. Please use the checklist to ensure that you have submitted all of the required information. 6. This form should be submitted by 1 May 2025 		

1. CONTACT INFORMATION ABOUT YOUR ORGANISATION

Name and Address of organisation: (as it should appear on a grant cheque)

Name of applicant:

Position in organisation:

Address to which correspondence should be sent:

Daytime telephone number:

Email Address:

Registered Charity No (if applicable):

2. THE PURPOSE OF YOUR ORGANISATION

What is the purpose of your organisation?

3. ADDITIONAL INFORMATION ABOUT YOUR ORGANISATION

What area does your organisation serve (please tick one)

All of the borough of Tonbridge & Malling

Part of the borough of Tonbridge & Malling

How many people living in Tonbridge & Malling Borough directly benefit from contact with your organisation each year?

People

How many staff are employed by your organisation?

People

How many volunteers assist your organisation?

People

Have staff/volunteers who work with young people/vulnerable adults obtained DBS clearance if required?
Yes / No

4. INFORMATION ABOUT HOW YOU WOULD USE A GRANT FROM TONBRIDGE AND MALLING BOROUGH COUNCIL

What is the amount of grant you are applying for:

£

Please provide here a short summary of what the grant will fund:

Will the grant be used to fund: A specific project or purchase <input type="checkbox"/> On-going work <input type="checkbox"/>	A combination of the above <input type="checkbox"/> Establishment of a new group <input type="checkbox"/>
--	--

Which of the following priorities does the grant application seek to support?

- Helping vulnerable communities through the cost-of-living crisis
- Supporting healthy lifestyles
- Improving community safety
- Helping people gain skills to access the workplace
- Supporting environmental and carbon reduction initiatives

5. WORKING IN PARTNERSHIP

Is this a joint grant application submitted with other partners? Yes No

If yes, please name partner organisations

Please give details of any applications made to other funding bodies for a grant for the financial year 2024/25

Funding organisation	Amount	Confirmed Yes / No

6. ACCREDITATION

Do you have or are you working towards any quality accreditation?

Yes No Please give details:

7. PERFORMANCE INDICATORS

Please list at least 3 indicators which will help you measure your success and will also enable us to assess whether our grant support to your organisation will have achieved its intended objectives. This will assist us to monitor progress throughout the year.

- 1.
- 2.
- 3.
- 4.

8. YOUR CONFIRMATION

If my application is successful, I agree to acknowledge the support of the borough council in my publicity material or on my premises. I confirm that my organisation is committed to equal opportunities and complies with statutory requirements.

Signed:

Position:

Date:



For information only – do not complete

Criteria and Scoring for applications

Criteria		Score	Awarded (office use only)
Location of the organisation	Based in the borough	3	
	Based in the local area (including Maidstone, Tunbridge Wells, Sevenoaks, Medway)	1	
Area of the borough served	Support focused on residents in more deprived communities (Trench, Snodland, East Malling or Aylesford)	3	
	Serves other areas of the borough	2	
Project Funding	Grant will fund a project or purchase or seeks to establish a new group	5	
	Grant will fund both ongoing work and a specific project purchase	3	
	Ongoing work only	1	
Delivery of priorities	Assists with the delivery of more than one priority	5	
	Assists with the delivery of one priority	3	
Partnership working	Application involves joint working with others	2	
Other sources of funding	Several sources of funding obtained	5	
	Funding obtained from one other source	3	
	Funding applied for but not yet confirmed	2	
Recognised quality standard	Has achieved accreditation	3	
	Is working towards accreditation	1	
Total Points Scored			