

**Transforming the Trent Valley**

**Community Grants Scheme**

**Guidelines for Applicants**

This grants programme is part of the Transforming the Trent Valley Landscape Partnership Scheme. It aims to enable communities of the Transforming the Trent Valley area (TTTV) to celebrate their built, natural and cultural heritage. The Landscape Partnership Scheme is funded by The National Lottery Heritage Fund.

Grant applications must contribute to the vision of the Transforming the Trent Valley Landscape Partnership: *“Wildlife-rich waterways and wetlands at the heart of a resilient, accessible, beautiful and culturally rich landscape. Creating a brighter future for people, business and wildlife in the Trent Valley.”*

This guide provides full details about the grant in terms of what the TTTV Community Grants Scheme can fund, who is eligible to apply, any restrictions and what you need to provide with your application form.

It is important that all applicants read this guide as it gives additional information to that contained within the application form. All applications must be made on the application form and a variety of supporting documentation is required.

TTTV Community Grants Scheme is administered by Support Staffordshire (East Staffordshire) who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome.

For more information about the Transforming the Trent Valley Landscape Partnership Scheme, please visit <https://www.staffs-wildlife.org.uk/TTTV> and follow us on Twitter @TheTrentValley.

**The deadline for this round of applications is Tuesday 27th August 2019.**

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| **Who can and cannot apply?** |

Eligible applicants are:

‘Not for profit’ organisations that fall into one or more of the following categories:

* A community or voluntary group/organisation
* A registered charity
* A social enterprise or other non-profit making organisation
* A parish council
* A school
* A place of worship
* CICs

The following cannot apply for a community grant:

* Individuals
* Private businesses
* Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
* **Applicants with projects outside of the TTTV area and/or do not meet the aims of the scheme**

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| **Fund Objectives** |

Specifically, grant assisted projects must contribute to at least one of the following objectives:

1. Conserving, protecting, and/ or enhancing natural, built or cultural heritage;
2. Helping people learn about their natural, built or cultural heritage;
3. Helping communities celebrate the natural, built or cultural heritage;
4. Increasing people’s awareness and enjoyment of the Transforming the Trent Valley area for residents and/or those working in or visiting the area.

Examples of projects that are likely to be eligible are:

* Creating a new community group that will facilitate open space activities.
* Creating a new village walking trail with rest stops, information leaflets orboards.
* Organising a new event featuring traditional crafts or focusing on an historical event.
* Setting up a volunteer opportunity contributing to the TTTV objectives such as hosting a volunteering weekend for visitors to improve an area for wildlife.
* Working with schools, youth groups, special needs groups etc. to produce community art.
* Projects with a focus on protecting natural or cultural heritage.
* Projects with a focus on mental health and wellbeing.
* Projects which encourage visitors to the scheme area.

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| **What will the scheme fund?** |

Costs that **can** be supported are:

* Capital costs e.g. new equipment, upgrading of equipment and buildings
* Revenue costs e.g. training, consultants, professional fees, room hire, event costs, event publicity, leaflets

Costs that **cannot** be funded:

* Recoverable VAT (if you are not VAT registered, then VAT can be applied for)
* Retrospective costs (costs incurred or committed to before receiving the Grant Offer Letter)
* General appeals
* Costs for activities that are entirely or mainly set up to promote religious or political beliefs
* Projects involving activities that are a statutory responsibility
* Projects that are not benefiting the Transforming the Trent Valley area
* Projects that do not meet at least one of the Transforming the Trent Valley objectives
* Salaries

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| **How much do we give?** |

The Transforming the Trent Valley grants programme offers grants of £500 - £2,000 to cover up to 50% of project costs. Groups will need to provide match funding for their projects in order to receive a Transforming the Trent Valley grant.

Match funding may come from any of the following

* other grants, but not from another Heritage Lottery Fund/The National Lottery Heritage Fund grant
* community fundraising, including donations and legacies
* your group’s reserves

The Transforming the Trent Valley Community Engagement Officer can offer advice on other sources of grant funding that can be used as match funding.

A group may apply for a second grant 12 months after the date of the offer letter for their first grant provided that either their first TTTV Community Grants-funded project has been satisfactorily completed including the final claim and evaluation report.

Unsuccessful applicants will be given feedback on their application and may re-apply as soon as they wish - each application will be assessed on merit.

The grant panel will meet twice yearly to make decisions on complete applications.

If buying capital items, you must include at least 2 quotes for each item (3 if items cost over £1000). This is to show that your project costs demonstrate best value for money. Quotes must be submitted with the application form, and can include letters and emails from suppliers.

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| **If you are successful in your application** |

Successful applicants will be sent a Grant Offer letter detailing the grant awarded and a Terms and Conditions of Grant document, which must be signed and returned to indicate that the conditions have been accepted.

Projects should take no longer than 12 months to complete, and grants must be spent within one year of the offer letter date. After returning your signed Terms and Conditions document you will receive notification from us to start your project.

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| **Evaluation and Payments** |

All Transforming the Trent Valley grants are paid in arrears on receipt of evidence of expenditure.

At the end of your project you will be required to complete an Evaluation Report in order to claim your final grant payment. In this report you will be asked to describe how your project has contributed to the fund’s objectives (see page 2), and provide evidence that your project has taken place (e.g. photographs, publicity, attendance sheets) together with evidence of final expenditure and match funding, including any added value through in-kind contributions and volunteering.

We encourage applicants to provide evidence of any in kind contribution (for example a gift of materials or free venue hire) or volunteer time given to the project to demonstrate added value.

Once we have received your Evaluation Report, we will make a claim to The National Lottery Heritage Fund to release the funds to you. This may take up to 3 months due to the set claim dates we work to. If this delay will cause a problem, please discuss this with the Community Engagement Officer.

All payments are made directly to your group via bank transfer, to which you are expected to acknowledge receipt. As part of the process, you are expected to keep appropriate records for 20 years. Further details are provided to successful applicants in a Terms and Conditions document.

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| **Data Protection** |

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants e.g. TTTV Community Grant Scheme Panel. We may also share information with other organisations with a legitimate interest in TTTV applications and grants or for protection from, or detection of, fraud. Support Staffordshire would like to contact you about new services and for occasional market research - if you **do** wish to receive this information from us please check this box

For full details please see Support Staffordshire’s Privacy Policy: <https://www.supportstaffordshire.org.uk/privacy-policy>

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| **For further assistance and information** |

Nicola Lynes - Community Engagement Officer

TTTV Community Grant Scheme

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Support Staffordshire can also help your organisation with a variety of things including how to find funding from other sources, help with organisational governance, policies and regular news relevant to the voluntary sector. For further information visit [www.supportstaffordshire.org.uk](http://www.supportstaffordshire.org.uk)

For more information about Transforming the Trent Valley and the Partnership visit [www.staffs-wildlife.org.uk/TTTV](https://www.staffs-wildlife.org.uk/TTTV)

