

CMO Community Grant Fund

APPLICATION GUIDANCE NOTES

1. Aims of the CMO Community Grant Fund

The CMO Board is delighted to be able offer funding for community projects which help to support local residents and community organisations in providing activities, programmes and events which meet the needs of our residents. We are working closely with Ashford Borough Council and are delighted that for this first year, we have doubled the available funding to enable support to a wider spectrum of residents within the South of Ashford Garden Community. In this first year the Fund is £5k. We thank Ashford Borough Council for their support in enabling this to happen.

The aims of this fund are therefore to fund community projects that benefit the community within the CMO area of benefit and wider South of Ashford Garden Community area. Applications should be in line with existing CMO community development priorities, for example:

- Access and Connectivity
- Open Spaces
- Family/children
- Health & Wellbeing
- Culture/Education
- Environment/climate change.
- Promote equality and diversity.

This specific grant is available for fledgling groups looking for support to get started and giving opportunity to new groups and or new projects put forward by people who may not have experience in community development.

2. What is available?

- Revenue funding - to pay for venue hire and printing costs, for example
- Capital funding - to pay for the purchase of equipment, for example
- Minimum grant amount: £100 per application (multiple applications under £1,000 from the same applicant will be allowable within a calendar year)
- Maximum grant amount: £2,000 per application (this will be the highest a single applicant can receive within a calendar year)

3. Who can apply?

- Members of the CMO and individual Chilmington residents
- Local people delivering projects that support residents within the CMO management area
- Non-profit making groups or organisations such as community groups, community associations and voluntary groups
- Community Interest Companies
- Local branches of registered charities
- Local Councils i.e. town/parish/community
- PTAs if the project has wider community access
- Private companies, if project is non-profit making.

4. Who cannot apply?

- Religious, and political organisations to support their primary purpose; wider community projects will be acceptable.
- Statutory organisations (see above for exemptions).

5. We will fund:

Projects which meet our funding aims, and also the following criteria:

- Projects which demonstrate a positive impact upon residents of Chilmington Green and where the majority of beneficiaries live at Chilmington Green or within the wider SAGC area
- Projects taking place between March 2022 and March 2023
- 100% of project costs (but if the scheme is oversubscribed, we will prioritise projects with match funding)
- Match funding applications

- Projects with measurable outcomes.

6. We will not fund:

- Projects that cannot demonstrate a clear financial need due to a lack of alternative funds (e.g. you should not hold considerable funds in free reserves)
- Core revenue costs such as rent (excluding venue hire), salaries, insurances and utilities. (fledgling groups unable to cover the cost of insurance will be given exception to this) Projects that have already been delivered or work that has already been carried out
- Projects where funding should be provided by a statutory organisation
- Projects which have a large shortfall in the required funding
- VAT where it can be recovered by the applicant (as the applicant can get this back from HMRC, it is not a cost to the project)

7. Basic eligibility criteria

For applications over £1,000 (up to £2,000) you must;

- Be a constituted body with clear aims and objectives or Articles of Association and provide us with a copy
- be non-political
- deliver your project within the CMO area of benefit or within the South Ashford Garden Community (please see plans on cmo.org.uk)
- ensure your project is open to any resident in the CMO area of benefit (or have a clear, non-financial justification for targeting or prioritising a service user)
- have a bank or building society account in your organisation's name
- provide your most recent set of accounts OR if a new organisation (less than a year old), 12-month cash flow forecast and balance sheet to date signed by Chairman or Treasurer
- hold no more than 12 months' running costs in unrestricted/free reserves
- have relevant safeguards, insurances and policies in place i.e. public liability insurance, health and safety policy, child and vulnerable person protection policy, equality and diversity policy and provide us with copies
- comply with our Terms and Conditions of Funding (see page 7)
- Provide measures outcomes for your project.

For applications under £1,000 (geared toward fledgling groups or individuals) you must;

- Provide a clear outline of your objectives and who the beneficiaries may be.
- Deliver your project either within the CMO area of benefit, within the South Ashford Garden Community or in close proximity to it. (please see plans online at cmo.org.uk).
- Project does not need to be exclusively for Chilmington Green residents, but should show how it will be promoted to them.
- If a one-off project, provide a measured outcome.
- If an ongoing project, provide a timeline showing how and when the organisation will develop into a formally constituted governing body and provide a measured outcome for your project.

8. Project Prioritisation

If the grant scheme is oversubscribed, we will prioritise projects based on;

- Scheme aims – higher priority will be given to projects who more closely meet the aims of the scheme or deliver a higher number of aims
- Funding package – higher priority will be given to projects with funding from another source i.e. do not need 100% funding from this scheme and on value for money
- Project scope and access – higher priority will be given to projects that are easily accessible and have a higher number of users/beneficiaries
- Project monitoring and evaluation– higher priority will be given to projects that have clearly defined outcomes and methods in place for how the success of the project will be evaluated and outcomes monitored
- Deliverability – higher priority will be given to projects that are ready to be delivered once grant funding is approved i.e. resources are available and any approvals needed are secured.

9. Application Process

Before you apply for a grant, please read this grant guidance carefully. This will help you fill in the application form with ease. This and all other materials related to the process will be available download from **cmo.org.uk/community-grants**

This guidance should be read in conjunction with the CMO community Development Strategy to help applicants tailor their answers to the application questions. The Strategy is available at cmo.org.uk/community-grants or under the Resources Page.

If you are eligible to apply for a grant, please complete an application form and return to the CMO to the email address given at the end of this guidance. Take care to complete the application form and feel free to include optional supporting documents.

Applications will be considered quarterly against set deadlines. A CMO member grant panel will meet to consider all applications and to make a final decision on grant approval. If your application is progressed, you will be invited to the grant panel to discuss your application. We aim to let you know of the decision within one week of the grant panel meeting. The decision of the grant panel is final.

CMO member grants are determined by the budget available. We may not be able to fund all the applications we receive.

If your application is successful, we will send you a grant offer letter which sets out the amount of grant awarded to your project, the grant conditions and monitoring requirements of funding.

In signing your grant offer, you accept our standard Terms and Conditions of funding (see page 7) and any additional conditions and monitoring requirements stated in the Offer.

The CMO is required by law to safeguard children and vulnerable adults. We may use the information you have provided for the prevention and detection of criminal activity and fraud. We may also share this information with those bodies responsible for auditing or administering funds for these purposes.

Any personal data provided in your application will be processed in compliance with the Data Protection Act 1998. We will only share personal information with partner public sector organizations if it is necessary for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.

10. About the CMO Grant Panel

CMO member grant panel will meet quarterly and consist of;

- 2 CMO board directors, one being the community development lead director and the other the resident director (when appointed)
- 2-4 residents (CMO resident members)
- 1 person who is from the wider SAGC community and has experience of local community networks and activity
- The chair must be a CMO board director and will have the casting vote
- To be quorate 3 members must be in attendance, 1 must be a CMO board director and 1 must be a CMO resident member.

Panel members will be in post for one year initially, with a review held in autumn 2022 to decide an appointment process appropriate to the circumstances at that time. CMO members can be co-opted in that time by agreement of the Chair until the maximum of four CMO resident members on the panel is reached.

Further information or assistance please contact the CMO team via:
hello@cmo.org.uk

This document and all other guidance is available at
cmo.org.uk/community-grants

The funding for this programme is provided by Ashford Borough Council utilising contributions from the Chilmington Green S106 funding for community development and funds from Homes England via the Garden Communities Capacity Building Fund.

11. Standard Terms and Conditions of Funding

If you accept our Offer of Funding and/or claim your grant, you will be subject to our Standard Terms and Conditions below, and any additional conditions stated in your Offer letter.

1. This money will be used as stated in your funding application, and for no other purpose, otherwise the CMO reserves the right to withhold payment. Our funding cannot be added wholly or partly to your reserves.
2. If expenditure on the grant-aided aspect of your project is less than stated in your application, the CMO can
3. The grant must be spent within 12 months of the date of this Offer of Award or within a specified time period agreed in writing by the CMO.
4. Payment will be made by BACS to the account listed on your application form. Payment will be made in instalments with the final amount only released when the CMO receives a completed Financial Return form and copies of paid invoices or receipts for the grant-aided aspects of your project. These should be attached to the Financial Return form.
5. The CMO will not, in usual circumstances, make interim payments nor provide the grant in advance of completion of the project or the event taking place. Fledgling groups may request specific assistance while they establish themselves.
6. You will keep all financial records and accounts, including receipts for items purchased with CMO funding, for at least three years from the Offer of Funding. You will make these available to the CMO on request. This does not release you from your statutory obligations to keep records for longer periods.
8. You will show the CMO funding separately, where applicable, in your published financial accounts and allow the CMO access to your financial records for the funding period, on request. You will also acknowledge the grant in your annual report for the funding period.
9. It is your responsibility to ensure that all publicity materials, advertisements, press releases and programmes relating to the project/event for which this assistance is offered shall bear the CMO and Ashford Borough Council logo. In special circumstances, when the logos cannot be used, the following words must be used: "Supported by the CMO community grants fund and Ashford Borough Council"
10. You will allow the CMO to use your name and the name and details of your project in its own publicity materials

11. You will not sell any equipment or other assets purchased with the grant without the CMO's prior written permission
12. If you cease to operate, are dissolved or insolvent; where claims are found not to relate to the project approved; or there is any breach of this contract, the CMO reserves the right to take action to recover any money paid or to withhold any part of the grant.
13. Your constitution will include a dissolution clause stating that in the event of winding up, any remaining or surplus funds or assets will be passed to an organisation with similar charitable objects and aims, and you agree to notify the CMO in writing.
14. You will allow entry to the CMO's auditors in the event that they wish to audit your organisation's activities at any time within the funding period
15. You will allow entry to the CMO's staff or member of the grants panel in the event that he/she wishes to visit the project to ensure compliance with these conditions of funding
16. You will notify us immediately in writing if you intend to move to new premises
17. You (the organisation/applicant) will ensure that all practitioners employed or contracted by you who come into contact with children and young people (under 18 years of age and 'vulnerable' young people under the age of 24) or vulnerable adults in their everyday work is familiar with and follow your organisation's procedures and protocols for promoting and safeguarding the welfare of children & vulnerable adults, and that you (the organisation/applicant) assures the CMO that your procedures and protocols are in accordance with the CMO's Safeguarding Children Policy and Procedures that can be viewed on www.cmo.org.uk
18. If your project or service intends to process personal information you must ensure compliance with relevant data protection legislation