



# Community Grants

General Criteria, Guide to the  
Application Process and Terms and  
Conditions of Funding



## 1 Introduction

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- 1.1 Westmorland and Furness Council grants scheme for voluntary and non-profit-making groups. Grants are available for groups who are involved in community projects and initiatives that benefit the residents of a community within Westmorland and Furness.
- 1.2 Community Grants are coordinated by the Community Development Teams and applicants are advised to contact their local Area Office for advice and guidance in advance of making an application for funding.
- 1.3 Funding is organised on a geographical basis according to the total population in each district area.
- 1.4 In awarding funds we aim to ensure that the application process is easy to understand and made clear to all applicants, while at the same time ensuring sufficient information is gathered to promote value for money, fairness in decision making, public accountability and avoidance of fraud or misuse of funds, reflecting the highest standards of public sector financial management.

## 2 The community grants fund – criteria for funding

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- 2.1 Grants from this fund are awarded to groups who are involved in community based projects and initiatives that will benefit the local area. The Community Grants Fund is intended to invest in communities to bring about a positive and lasting change for the benefit of the whole community.
- 2.2 Projects and/or initiatives will be assessed on their ability to contribute to the achievement of the Westmorland and Furness Council Plan and locally identified community priorities.
- 2.3 Each of the three Locality Boards across Westmorland and Furness have identified local priorities in-line with the council plan. It is recommended that you contact your local area office for details of these local priorities before you make an application for funding.
- 2.4 The following criteria must be met in order to be eligible for funding under this community grants scheme:
  - i Grants will be given only to voluntary and non-profit making groups and organisations to support community initiatives that benefit residents of Westmorland and Furness.
  - ii Grants should support the achievement of local priorities in their area (as defined in 2.3). In addition, projects and initiatives should fit with other plans e.g. ward profiles, community plans, parish plans, etc.
  - iii Grants will be awarded for one-off project costs e.g. purchase of equipment, building work, refurbishment costs, etc.
  - iv Grant applications will be considered for non-recurring expenditure only, therefore operational running costs, general maintenance costs (energy bills, insurance), or ongoing staffing costs will not be funded unless the application is for start-up costs.
  - v Applications will be considered from constituted groups only, we do not accept applications from individuals.
  - vi The maximum grant that can be applied for is £5,000. Applications for less than 100% of costs are preferred and groups are advised to try other avenues for funding in addition to this fund.
  - vii We will not normally accept more than one application for funding per organisation or group in any one financial year. We may accept more than one application from the same group for clearly identifiable different projects in the same financial year.
  - viii Projects from Churches or other religious groups cannot be funded unless they have a clear wider non-religious community benefit e.g. a church hall that is used by local community groups etc.
  - ix Applications in respect of Projects relating to Schools should be submitted by the relevant Friends / Parent Teacher Association for the school and will need to demonstrate wider community benefit than the School e.g., a play area open for public use outside of School hours.

- x Organisations or groups that operate a policy of exclusivity or have a closed membership and is thereby not open to any member of the public will not be considered for funding.
- xi We cannot fund community events if they are intended to pass on any surplus income to other organisations, e.g., concerts with benefits to “local charities.”
- xii Grant applications will not be considered from political organisations.
- xiii Grants will not be awarded retrospectively i.e., grants will only be awarded for work or resources still to be purchased at the time the application is made.
- xiv Organisations or groups with outstanding Project Achievement Reports (PAR’s) will not be considered for funding.

### 3 The application process

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- 3.1** Applications for funding should be made on our application form and supported by all requested supporting documentation.
- 3.2** Application forms are available from your local Area Support Office (details of which are available at the end of this document) or can be downloaded from our website [westmorlandandfurness.gov.uk/communitygrants](http://westmorlandandfurness.gov.uk/communitygrants)
- 3.3** You can fill in an electronic version of the application form using Microsoft Word and email it to us but we must receive a hard copy of the application with at least two signatures along with the appropriate supporting documents in order for us to process it.
- 3.4** Completed application forms must be signed and returned with the following supporting documents:
  - A minimum of two Estimates/Quotes from two different independent suppliers.
  - A detailed breakdown of all costs associated with your application for funding.
  - A copy of a recent (within 3 months prior to the application) Bank Statement for all accounts held in the name of your group.
  - A copy of your most recent Annual Accounts or Audited Accounts.
  - Your Equal Opportunities Policy or Statement (where not explicit in Constitution).
  - Your Constitution or other governing documents.
  - A copy of your last Annual Report and/or AGM minutes.
  - Your Child Protection Policy, where appropriate.
  - Your Safeguarding Vulnerable Adults Policy, where appropriate
  - A copy of your current insurance certificates evidencing cover for Public Liability and (where applicable) Employer’s Liability
- 3.5** Incomplete applications or applications that do not include all of the above documentation cannot be considered for funding.
- 3.6** We may contact you to ask for more details about your project or possibly arrange to visit your organisation. We will be pleased to help you with any queries you may have in relation to the supporting information you are required to provide in advance of submitting your completed application.

### 4 How your application is dealt with

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- 4.1** Upon receipt of an application for funding officers will make an initial assessment to check that the application is eligible for funding against the criteria of the scheme and that all supporting documentation has been provided.
- 4.2** We aim to acknowledge receipt of all applications within 10 working days of receiving the application.
- 4.3** An evaluation report will be produced for each eligible application along with a recommendation for funding.



- 4.4 A grant panel made up of the Chair and Vice Chair of the relevant Locality Board and the ward Members from the Ward to which the application relates will discuss the application and make a final recommendation for funding. The Locality Board(s) may agree to delegate decision-making on Community Grants up to a specific financial limit to an officer in consultation with the Chair or Vice Chair or such other members as the Locality Board considers appropriate. (The Locality Boards have delegated decision making up to £5,000 to the Senior Manager Safe and Strong Communities in consultation with the Chair and Vice Chair of the relevant Locality Board and the relevant ward Member(s).
- 4.5 Members and officers on the grant panel will make declarations of interest as appropriate in relation to any applicants / applications received, including in respect of any gifts / hospitality received from applicants. Members and officers are encouraged to consult Legal Services and the Monitoring Officer where they have any questions regarding potential interests.
- 4.6 Once your application has been considered and a decision has been made we will inform you by letter and if you have been successful we will arrange for the funds to be released.

## 5 Unsuccessful or ineligible applications

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- 5.1 Applicants whose applications are unsuccessful or ineligible will be notified by letter and receive feedback on the reasons for the failure of the grant application within two weeks of the decision.

## 6 Payment of funding

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- 6.1 Funding approved for payment can now be paid directly into a group or organisation bank account via the Bank Automated Credit System (BACS).
- 6.2 Once authorised the council's Financial Services department will arrange for funding to be paid directly into the group or organisation bank account as detailed in the application form.

## 7 Project achievement reports (PAR's)

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- 7.1 As part of the conditions of funding you are required to complete and return a Project Achievement Report (PAR) within six months of receiving funding.
- 7.2 The PAR process is designed to assist you in evaluating the success of your project or initiative and also provides an evidence base for the council's internal audit process. As part of the PAR you will be required to provide supporting documentation e.g., receipts, invoices, bank statements, etc to evidence the expenditure of the funding awarded.
- 7.3 Organisations or groups who do not complete and return a satisfactory Project Achievement Report may be required to return their funding and will not be considered for future funding.

## 8 Promotion of our funding support

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- 8.1 We require that groups and organisations recognise Westmorland and Furness Council's funding support by highlighting this on all promotional materials in relation to the project or initiative e.g., acknowledgement in any press releases issued by the group, posters, flyers, website, etc.

## 9 Terms and conditions of funding for Westmorland and Furness Council

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- 9.1 You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
- 9.2 Grants awarded must be spent only on the purpose for which is stated within your application. If for any reason your circumstances change and you wish to vary the way in which you spend your grant you are required to contact us and seek prior written permission to do so.
- 9.3 You are required to provide access to all necessary documentation (see guidance notes & criteria) to support your application for funding.
- 9.4 Financial support provided by Westmorland and Furness Council should be acknowledged on all printed publicity and in information given to the press and media.
- 9.5 Your organisation or group should promote equality of opportunity and eliminate all forms of discrimination. Your commitment to this should be clearly identified in a written policy or statement that takes into account current legislation and good practice.
- 9.6 In the event of your organisation ceasing to operate or failing to undertake or complete the activity for which the grant was offered or breaching these terms and conditions, Westmorland and Furness Council reserves the right to withhold payment, reduce its award or seek recovery.
- 9.7 You will be required to submit a Project Achievement Report six months after any grant award has been paid. Organisations or groups who do not complete and return a satisfactory Project Achievement Report may be required to return their funding and will not be considered for future funding.
- 9.8 Where your organisation uses the grant to procure any part of the works or services covered by the grant, the procurement process used must be broadly comparable to those contained with the Council's Contract Procedure Rules (e.g. competitive process), as set out in the Council's Constitution which is available online (Westmorland and Furness Council Constitution or copy upon request).
- 9.9 The Council is under a legal obligation to comply with the Subsidy Control Act 2022. Decisions of the Council may be challenged by judicial review if the subsidy control rules are not followed or not followed completely. Grants may be suspended, and orders for damages or recovery of any unlawful subsidy made. The Council (and the grant recipient) may suffer reputational damage if an unlawful subsidy is made. As part of the application process, the Council may request from your organisation information about the levels of subsidies, including grant funding, that your organisation has received in recent years.
- 9.10 You will cooperate with the Council so as to allow the Council to discharge its duties under the Freedom of Information Act 2000 ("**FOIA**") and the Environmental Information Regulations 2004 ("**EIR**") and the Local Government Transparency Code ("**Codes of Practice**") under section 45 and 46 of the FOIA.
- 9.11 The Council accepts no liability for any consequences, whether direct or indirect, that may come about from your use of the Grant or from the Council's withdrawal of the Grant in accordance with these terms and conditions.

**Furness Community Development Team**

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# Community Grant

## Guide to Completing a Community Grant Application Form

**Please ensure that you have read and understood the *General Criteria, Guide to the Application Process & Terms & Conditions of Funding* before you complete the application form.**

**It is recommended that you contact your local Area Support Team to confirm eligibility before you make an application for funding.**

### Section 1: Contact information

- a) Name of group/organisation – This should correspond with the name of your group as listed in your constitution and on your bank account.
- b-e) Please provide the name and contact details of someone in your group that can be contacted to discuss your application for funding. Please ensure you provide a postcode as part of the address.
- f) Please state what position you hold within your community group e.g., Chairperson, Treasurer, Secretary, Clerk, President, etc.
- g) It is important that you provide an email address, although, if you do not have an email address please include a contact telephone number.
- h) Are you happy for us to give your contact details to other people or organisations who may be interested in what your group is doing or trying to achieve.
- i) What type of group you are, e.g., residents' group, parish council, youth group, parent and teacher association, registered charity, etc, and what does your group / organisation do and try to achieve.
- j) Number of members – this is your group's total membership, not just committee members.

### Section 2: Tell us about the community project/initiative you want us to support

Please include:

- a) Why you need funding to support your community project or initiative and how would you spend any money awarded to you e.g., full details of your project and what you will be doing.
- b) Who will benefit from the delivery of your community project e.g., local children in the area, elderly residents, a number of community groups that use your facility, etc. What are the planned outcomes from your project e.g., to improve local community facilities, to improve energy efficiency at the village hall, to promote local heritage and culture, to get more people to attend your group, providing local activities or meeting evidenced community needs.
- c) Identify as closely as possible the number of people you estimate will benefit from your project within each age range.
- d) Please give an estimated or actual start date for your project. Please note: we will not be able to fund projects that have already started or indeed completed before the application has been considered.
- e) Be as accurate as possible by describing the community(s), neighbourhood(s), village(s) or town(s) that your project will be delivered in or impact upon.





### Section 3: Achieving our council plan and local community priorities.

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See General Guidance Notes, Criteria and for the local community priorities we advise contacting your local Community Development Team.

In order to ensure the Westmorland and Furness Council meets its key priorities you need to describe how your project will use any funding awarded to meet those key priorities.

Westmorland and Furness Council will only fund projects working towards outcomes that match its key priorities in the Council Plan. All of the information provided in this section will be used to assess your project and its suitability for a grant.

If you need any further assistance with regards to this, please contact your local Community Development Team.

### Section 4: Financing your project/initiative

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- a) When assessing your project costs, be as accurate as possible. Please note you will be required to supply estimates and a full detailed breakdown of costs to support this information. You can use our Community Project Budget Planner to assist you with this.
- b) The maximum grant that can be applied for is £5,000. Applications for less than 100% of costs are preferred and groups are advised to ensure other sources of funding are used.
- c, d) New projects are ones that have been developed from scratch rather than a current project that is now being delivered in a different manner or by a new group. Please note that we only fund one off projects or set up costs as we are unable to fund the ongoing costs of a project or groups activities.
- e) Describe who else will be funding this particular project or initiative, for example: sponsorship, member donations, fees, grants from other bodies. We often refer to this as match funding.
- f) Please detail who your project/organisation/group receives funding from, especially if you already receive funding from Westmorland and Furness. Do you charge members an annual subscription? Do you fundraise through a particular event? Do you benefit from reduced costs for buildings or rent? Please also provide evidence of affiliation or branch number if part of a larger organisation.
- g) Please provide details of all organisations that you have made applications to in order to support the delivery of this specific project.
- h) Please confirm if you have received funding previously from Westmorland and Furness Council. This may have been grant funding or funding to support services you have been commissioned to provide.

### Section 5: Additional information

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Please use this section to provide additional information in support of your application. You can use this area to tell us more about your project and its benefit to the community. For example you may wish to include details of how this project supports an outcome of a parish or community plan or details of how your project will support objectives identified by other organisations such as the Local Health Authority.



## Section 6: Supporting documents

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- a) You must provide at least two quotations or estimates from independent suppliers to support your application for funding. This demonstrates a value for money approach to planning your project and is considered good financial practice.
- b) A detailed breakdown of all costs associated with your project or initiative must be provided so that we can understand the key costs of your project. You should clearly list all projected income and expenditure associated with your project. All costs must match with quotations and estimates supplied as above. You can use our Community Project Budget Planner to assist you in producing a budget and breakdown of costs for your project.
- c) You are required to provide copies of your most recent bank statements for all accounts held in the name of your group/organisation. Copies must clearly show the account name, account number, branch sort code and address of your bank.
- d) Annual accounts need not be formal audited accounts but must be your official record of all income and expenditure over an annual period for your group/organisation.
- e) All groups or organisations receiving funding from Westmorland and Furness Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination. You will be required to provide a copy of your Equal Opportunities Policy or a written statement that is approved by your group/committee which outlines your commitment to equal opportunities. If your group does not have a policy we advise that you contact Cumbria CVS for assistance.
- f) A constitution or other governing document (e.g., Articles of Association or Trust Deed) must be provided in support of your application. We can only fund constituted groups and if you are not yet constituted we advise that you contact Cumbria CVS for assistance.

If you are a local branch of a national, regional or countywide group/organisation (e.g., Girl Guides, BTCV, Scouts or Cumberland FA) you need only make reference to this in your application rather than provide the full document.

- g) Please send a copy of the last Annual Report prepared by your group/organisation. If you do not produce an annual report then please send us a copy of the minutes of your last Annual General Meeting. This demonstrates good governance.
- h) A Child Protection Policy must be provided if your group/organisation/project works with or comes into contact with Children or Young people. Your policy should ensure that Criminal Records Bureau (CRB) checks are in place for all adults when activities include children, young people and other vulnerable persons.
- i) A Safeguarding Vulnerable Adults Policy must be provided if your project will involve working with or delivering services to vulnerable adults.

## Section 7: Declaration

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We require at least two signatures on the application form from two different members of your committee who are authorised to sign on behalf of your group/organisation.

In making your declaration you have read, understand and are accepting the Terms & Conditions of Funding for Westmorland and Furness Council. It is important that you have read and understood these terms and conditions before you sign the application form.



## Contact Us

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### **Furness Community Development Team**

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### **South Lakes Community Development Team**

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# Community Grant Application Form

|                            |                |         |
|----------------------------|----------------|---------|
| <b>For office use only</b> | Date Received: | Ref No. |
|                            | Date Ack'd:    | Area:   |

Please ensure that you have read and understood the *General Criteria, Guide to the Application Process and Terms and Conditions of Funding* before you complete this application form available on website [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk)

Please write clearly using **BLOCK CAPITALS** when completing this application form by hand.

Please complete all boxes.

## Section 1: Contact information

|                               |                               |
|-------------------------------|-------------------------------|
| a) Name of Group/Organisation |                               |
| b) Contact Name               | c) Telephone Number           |
| d) Contact Address            |                               |
| e) Postcode                   | f) Your Position in the Group |
| g) E-mail Address             |                               |

h) Westmorland and Furness Council will not share any information you provide in sections b)-g) (above), however other community groups or their representatives may wish to contact you. Do you give your permission to pass on your details?  
 Yes    No    Please note: you can withdraw your permission at any time.

i) Please give a brief description of your group e.g. who are you, what type of group are you and what you do?

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j) How many governing members do you have in your group?    Male    Female







## Section 6: Supporting Documents

You are required to enclose the following documents to support your application for funding:

- a) A minimum of **two estimates / quotes** from different independent suppliers.
- b) A detailed **breakdown of all costs** associated with your application for funding.
- c) A copy of a recent **bank statement** in the name of the organisation applying for funding (which should match the name/organisation on the application form).
- d) A copy of your most recent **annual accounts or audited accounts**.
- e) Your **equal opportunities policy or statement**.
- f) Your **constitution** or other governing documents.
- g) A copy of your last **annual report** and/or **AGM minutes**.
- h) Your **child protection policy**, where appropriate.
- i) Your **safeguarding vulnerable adults policy**, where appropriate.

## Section 7: Declaration

**Please ensure that this form is signed by a minimum of two appropriate governing members of your group.**

In signing this declaration we agreed that:

- 1 The information provided in this application is correct.
- 2 We have read, understand and accept the Terms & Conditions of Funding for Westmorland and Furness Council.
- 3 We will complete and return a Project Achievement Report (PAR) within six month of receiving funding.
- 4 We have adequate and appropriate insurance cover for our activities.

### Signatures

|                     |                              |                          |
|---------------------|------------------------------|--------------------------|
| <b>Chairperson</b>  | <b>Treasurer / Secretary</b> | <b>Position in group</b> |
| <b>Date</b>         | <b>Date</b>                  | <b>Date</b>              |
| <b>Please print</b> | <b>Please print</b>          | <b>Please print</b>      |

**Please tell us how you found out about our community grants scheme:**

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**Please return you completed application form to your local Area Office.**

#### Furness Community Development Team

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