



Funded by
UK Government



Third Sector Small Grants Scheme Community Action

Guidance

Introduction

The UK Government via the Shared Prosperity Fund administered by the Vale of Glamorgan Council has allocated funding to support third sector community action and volunteering in the Vale of Glamorgan.

**The Fund is open for applications from 24th October 2023, with a deadline for submission of 12 noon on 14th November 2023
All funds awarded **MUST** be spent by 28th March 2024.**

Aim of the Programme

This scheme (revenue and capital) aims to support community action and volunteering which aims to improve the local community, local environment and the health and wellbeing of people in the Vale of Glamorgan.

How much can organisations apply for?

Organisations can apply for a maximum of £3000. There is no minimum amount.

What are the key priorities for the scheme?

Proposals **MUST** demonstrate a need for funding in alignment to the following criteria:

- They must be for projects or activities (Community Action) which improve the quality of life for people in the Vale of Glamorgan (this includes feasibility studies, community engagement activities and community events **OR**
- They must be for supporting volunteers who are involved in Community Action projects or activities **OR**
- Projects that result in the reduction of greenhouse gas emissions.
- All projects must be for **NEW services or ADDITIONAL services or REVISED DELIVERY OF CURRENT SERVICES** and not for continuation of current services.

Match Funding

Proposals **MAY** demonstrate match funding, for example via the support of volunteers, in kind donations, funding from other sources. There is no requirement to have match funding, but demonstrating this may help to strengthen the application.

All capital and revenue costs must be fully itemised, eg staff costs, hourly rate, day to day running costs, rent, utilities, venue hire, purchase of items, building costs etc. and quotes must be sent for all items.

All grant funded projects need to be delivered, and the money spent, by the end of March 2024.

Examples of how the funding could be used

The funding COULD be used for the following (this list is not exhaustive and is intended as a guide only):

- Start up costs, and materials, for new groups, activities or services.
- Piloting of a new or revised service, eg an online self-help support group or a forum.
- Recruiting and supporting volunteers
- Community Action Events
- Community Engagement Activities

The funding will not support:

- Retrospective projects.
- Revenue or capital costs relating to existing work or commitments.
- Projects which are not **EXCLUSIVELY** in the Vale of Glamorgan.

Who can apply?

To be eligible for this funding, groups or organisations must:

- Be a third sector member organisation of GVS.
- Be based in, and/or represent, serve and support people in the Vale of Glamorgan.
- Demonstrate that the proposal is clearly to the direct benefit of the residents and communities of the Vale of Glamorgan.
- Be a non-profit organisation or social enterprise.
- Be non-party political.
- **Applicants must submit a copy of a recent bank statement with their application, clearing showing the charity bank account name, account number and sort code.**
- **Applicants must submit a copy of their constitution/governing document with their application.**
- **Applicants must submit costings and quotes for all items requested**

Applicants may also be asked to provide any governance related information as requested by GVS, eg policies, accounts etc.

Glamorgan Voluntary Services (GVS) is a membership organisation and encourages all voluntary and community organisations based in the Vale of Glamorgan to become members. Becoming a member helps us to provide comprehensive and responsive support to the voluntary sector. If you are not a member, and would like to join, please contact us on enquiries@gvs.wales

How to apply

The Fund is open for applications from 24th October 2023 with a deadline for submission of 12 noon on 14th November 2023

Application forms are available from Glamorgan Voluntary Services (GVS), by emailing ceri@gvs.wales or enquiries@gvs.wales

Organisations must use the application form provided and submit to the specified deadline to Ceri Venners at GVS ceri@gvs.wales

Discussing your proposal before submission

If you have an idea for an activity or service and would like to discuss this, or would like help with governance, please contact GVS.

Assessment of applications – initial check

All applications will be subject to an initial check, managed by GVS, to check eligibility to apply and that any relevant supporting documents have been submitted (see 'Who can apply' above in this guidance). All applicants will receive notification, by email, of progress at this point.

Organisations which submit applications to the deadline, but which have missing information, will be contacted by email, notified that their application is incomplete, and will be required to submit the relevant information by the deadline.

Applications received after the deadline will not be considered.

Grants Panel

Applications which are determined to be eligible will be considered by a Grants Panel who will make decisions based on the information contained in the funding proposal/application. The final decision will be made by the Panel and there is no appeals process.

Applications will be scored using the information provided on the application form, with particular attention to:

- Alignment to the criteria as outlined in this guidance.
- Impact of the service or activity.
- Number of beneficiaries and proposed outcomes.
- Evidence of good organisational governance.

Successful applications

Successful applicants will be required to sign that they agree to the terms and conditions, which include:

- Completion of the project to timescales specified in the application.
- **Full spend by the end of March 2024.**
- Completion of monitoring and evaluation of the project, a summary report and a case study if relevant by 12th April 2024.
- Submitting proof of spend evidence, eg invoices, receipts.
- GVS may withhold or request repayment of funding in the event of any failure to comply with the terms and conditions.

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