

Recreation & Culture Grant



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

Purpose

The aim of the Recreation & Culture Grant scheme is for Ribble Valley Borough Council to invest in the development and improvement of cultural and recreational activity throughout the Borough. Supporting and promoting the future health and wellbeing of the Ribble Valley community through art & sport projects. Only capital schemes are eligible.

Criteria

The Applicant	
1	Must live in Ribble Valley or provide a service/ business which is based within the borough.
2	Applications will only be accepted from properly constituted organisations operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the status of the organisation, must accompany all applications. Applications from private sector organisations and schools will not be considered. Nor are religious organisations unless there is a clear broad community benefit.
3	Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
4	Must not be seeking funding for a charitable cause or third party which is a different organisation to the applicant.
5	Must have a bank account in the name of the organisation.
6	Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.
The Project	
7	Must provide a high quality cultural / recreational experience, in the Ribble Valley.
8	Priority will be given to a project which targets a section of the community who may be disadvantaged in accessing and experiencing culture and recreation.
9	Must demonstrate a clear need in terms of how it will benefit the Ribble Valley community, evidence of research or need will be sought from the applicant.
10	Must have clear targets in what it is trying to achieve and how it will be evaluated.
11	Priority will be given to projects that seek match funding bringing external funding into the area.
12	The council will support up to 50% of the cost of the project.
13	Applications and projects should not contravene the policies and principles of this Council
14	Revenue support for salary costs and day to day running costs for an organisation will not be considered.
15	Projects should not start before grant allocation has been confirmed in writing by the Council and normally should be completed within 12 months of receiving the grant, unless approval is sought and granted, by the Council, for example where other match funding is sought from funding bodies with longer decision making timescales.
16	Partnership working will be given priority.

17	Projects will be assessed on their level of sustainability. Evidence should be provided as to how it will continue and grow in future years without council funding support.	
18	Organisations in receipt of grants may not be considered again for upto 24 months, to enable the Council to ensure that as many projects can be funded as possible. Projects will not receive repeat funding unless stating clearly how this contribution will be developing a new aspect of a previously funded project. Previous funding is no guarantee of future success.	
Grant Terms		
Should the applicant cease to use the grant for the use for which it was awarded, the Council may wish to retain all, or a proportion of the grant offered.		
Each scheme will be considered on its merit and how it benefits residents of the Borough.		
Grants are not eligible for projects on which work has already started or in aid of expenditure already committed or paid.		
Grant payments will be released on the production of receipted invoices or other evidence that the expenditure has been made for the project, these may include redacted bank statements with copy invoices. No payment will be made in advance.		
Applicants who returned a signed form are accepting the terms set out for being awarded and paid a grant.		
The Authority will not award any grants to organisations and individuals who are in breach of the principles of the Social Value Act 2012 or reserve the right to withdraw funding if it becomes apparent that they are in breach.		
Successful applicants must include a reference to the Councils' contribution in any publicity/marketing information or news releases.		
There is no right of appeal for grant decisions made.		
No formal contract is issued to an organisation when a grant award is made. When the offer of a grant is made and acceptance is received, the applicant is agreeing to the grant conditions set out on the application form.		
Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used. Or an evaluation form may be required to be completed, depending on the nature of the project, that will be notified at the grant award stage.		
Several FAQs provide further information and explanation of the criteria which will assist applicants seeking a grant, these can be found on the Councils' grant website.		
Link: Recreation & Culture Grants – Ribble Valley Borough Council		

If you need any advice on submitting this application, contact;

commgrants@ribblevalleygov.uk

Mark Beveridge (Head of Cultural & Leisure Services)

Katherine Rodgers 01200 425566 (Arts)

Peter Fletcher 01200 414435 (Sports)

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Application Form

Name Of Organisation applying and to whom payment would be made			
Type of Organisation e.g. Not for profit, charity, constituted group/sports club.			
Main Contact Name			
Position			
Address			
Phone Number		Email Address	

Mobile Number		Website Address	
Brief description of your organisation, its aims, and objectives			
Have you received support from R.V.B.C previously? If yes, please give details.			
Project Name			
Description of your project 200 words max			
Project Start Date		Project End Date	
Where will this project take place? (state location(s))			
What do you want to achieve with this project? State clear targets and how you will measure your success			
How will you ensure your project is of a high quality?			
How will your project continue in future years without council funding support?			

Why is this project important to Ribble Valley's future development? Please give evidence of the need for this project e.g., why, who and how will Ribble Valley residents benefit.	
How do you plan to promote your project?	
Estimated Numbers of people that will benefit	Number
Members of organisation or employees. (Please state in what capacity e.g., Artist, Coach)	
Participants (including volunteers)	
Audience – Live	
Audience – online, broadcast	
Total	
How will your project support equality and diversity? e.g., are you working with hard to reach groups, disabled people, black & minority ethnic community.	
Partners involved in your project	
Budget	
Income (including support in kind)	£ Expected / Confirmed
Amount requested from R.V.B.C.	
Your Contribution	
Other Income	
TOTAL INCOME	
Expenditure (including support in kind)	

TOTAL EXPENDITURE (Must be the same total as your total income)	
I declare that the contents of this application form are true and correct: Please sign this below:	
NAME (print):	
SIGNATURE:	
DATE:	

Supporting Information:

Please enclose the following documents in addition to the completed application form.

1. A constitution of your organisation (if relevant)
2. Audited set of accounts or proof of your current financial position
3. Supporting documents, you feel are relevant to your application (not returnable, send copies only)
4. Any letters of support for your project

Please return this application to:
Ribble Valley Borough Council
Recreation & Culture Grants
c/o Community Services Directorate
Church Walk
Clitheroe, BB7 2RA