



RISE Strategic Grant R1 2024/25

Application Guidelines

Thank you for your interest in the RISE Strategic Grant Fund.

This fund is aimed at organisations that are already achieving good outcomes for the local community and want to take their work to the next level.

The grants programme is one of the ways in which we aim to work in collaboration with the voluntary and community sector to meet its objectives.

Deadline for applications is midnight Sunday 23 June 2024

We receive many applications, and unfortunately, we cannot support all of them. However, we want to recognise that even if your application is unsuccessful, it does not diminish the value and impact it can have on the community. Please remember you can ask for pre application advice by contacting commissioning@canterbury.gov.uk. We are committed to providing feedback to all unsuccessful applicants.

We look forward to receiving your application!

Application Timetable 2024/25

Application Opens	Friday 17 May 2024
Deadline for Submissions	Midnight Sunday 23 June 2024
Deadline Decision	W/C Monday 8 July 2024
Project End	Monday 3 March 2025
Monitoring Form to be returned	Monday 24 March 2025

The Application Process

<p>Read this guide</p>	<ul style="list-style-type: none"> € This guide will help you to understand if we are able to fund your organisation, how we assess your application and what will happen if you are successful. € Get in touch with us if you have questions or if you're experiencing difficulties with the form commissioning@canterbury.gov.uk
<p>Who can apply?</p>	<ul style="list-style-type: none"> € You can apply for this grant stream if you are a not-for-profit organisation working in the community, cultural and sports sectors in the Canterbury District. € If you are an individual or sole trader, profit-making organisation or an organisation not established in the UK, then we are unable to fund you.
<p>How much can you apply for?</p>	<ul style="list-style-type: none"> € Grants will be awarded up to £4,000 and £10,000
<p>What will we pay for?</p>	<p>Project delivery funding up to 10k:</p> <p>Project delivery meeting one or more of the priorities with a maximum 5% core cost *(core costs include back office expenditure that would be paid for e.g. day to day management, utilities, office support etc).</p> <p>or</p> <p>Core funding costs up to 4k:</p> <p>If your organisation's core objectives meet or more of the Strategic Grants priorities, you may apply for core funding rather than project support. Core costs mean financial support for non-project based activity such as back office expenditure that would be paid for e.g. day to day management, utilities, office support, regular staffing etc)</p>
<p>Priorities</p>	<p>Projects and activities that promote social cohesion and inclusion within the following priorities:</p>

	<ol style="list-style-type: none"> 1. Intergenerational projects between adolescents and elderly residents to tackle negative perceptions and build social cohesion. 2. Projects to tackle loneliness and isolation within the elderly population; strengthening links within the community and overcoming difficulties such as transportation. 3. Projects to provide diversionary activity, promoting self-esteem and a sense of belonging for young people and prevent young people engaging in anti-social behaviour. 4. Cost of living focusing on people in need of food, warmth and benefits. 5. Projects providing advice and guidance for people tackling substance abuse.
<p>Check your eligibility</p>	<p>Section A of the application form details the specific eligibility criteria. You must read this to check that you are eligible to apply for this grant.</p>
<p>What you will need to complete your application (full list of questions that we ask)</p>	<p>About Your Organisation and Financial Position</p> <ul style="list-style-type: none"> € Your organisation's contact details. € What type of organisation are you? € Is your organisation VAT registered, if yes, please state VAT number. € Which sector does your organisation mainly represent? € What are you applying for (core or project delivery funding). € Describe your organisation's financial position for the current financial year (Last year's accounts). € Has your organisation shown a deficit in your last annual accounts? <p>Project, Outputs, Income and Expenditure and Declaration</p> <ul style="list-style-type: none"> • Your application for a Strategic Grant should demonstrate how your work contributes to the following priorities (tick as appropriate).

- Service users - how many people will benefit from your project/service?
- Which ward areas within the Canterbury district does your work cover? View [boundary maps](#)

Describe the project/programme you would like to run with this funding or if you are applying for core funding how it will support the general costs of running your organisation.

- Briefly describe what your project is.
- What difference is your project going to make to the Canterbury district?
- What learning opportunities would this project provide and how will you use this knowledge to shape future projects?
- Is this a new project or are you continuing a project which has previously been successful?

Partnerships, Collaboration and Sustainability

- € Who will you be working with?
- € What arrangements are in place around agreements and governance?
- € How are you committing to reducing carbon emissions in line with the council's **Climate Change Action Plan**?

Describe the people you aim to work with and how they link to our priorities.

- € Tell us about the needs of your client's participants and what issues they face.
- € How will they benefit from the project you will run with this funding?
- € How do your users inform the project?

How have you identified the need for this project/your service?

- € Tell us the evidence that supports your application. This can include surveys, feedback, local and national research, and relevant statistics.
- € How do you know this approach will work?

When will your project run?

- € Start and finish date.

How do you plan to deliver your project/ service within the funding period (Starting July 2024 until Monday 3 March 2025)

- € How many volunteers will your project/service involve?
- € Approximately how many hours in total, will your volunteers give annually?
- € How many employed staff will your project/service involve?

Your project/service outputs

- € Please tell us how you will monitor and evaluate your project?
- € What tools will you use, and how will you evidence the difference your project has made?

Your project's financial information

- € How much are you asking for from the Strategic Grants Fund?

Please describe your income and expenditure including income from other funding streams and core costs including staffing and utilities. For project delivery grants we will not fund above 5% of core costs.

	<ul style="list-style-type: none"> • Ensure your expenditure is balanced with your income. • Include expenditure that is appropriate to your project and offers the best value. • Income can include grants, fees, fundraising etc. • Expenditure can include staffing, equipment, building costs, training etc.
<p>How we assess your application</p>	<p>After the closing date each application will be scored by a minimum of two council officers. Applications are considered against the following criteria:</p> <ul style="list-style-type: none"> € How strong your idea is, and how clearly you have expressed your aims. € Evidencing of need. € Clear, realistic, measurable goals and outcomes. € Robust monitoring outline. € Justification for requested budget and value for money. <p>In addition:</p> <ul style="list-style-type: none"> € The financial section of the application form must also be filled in completely and correctly. € We will be looking for well-considered and clearly explained project ideas that demonstrate a good understanding of the environment in which your organisation is operating, as well as long-term planning for sustainability, or legacy after the project has concluded.
<p>How we tell you of our decision</p>	<ul style="list-style-type: none"> € We aim to have a decision for you within two weeks of the submission deadline. € If your application is successful, we may also ask for references to verify your application. € After this, we will send you a conditional offer letter and our grant agreement (detailing our full terms and conditions) for you to read, sign and return. € If your application is unsuccessful, you can request feedback. € There are no appeals process for this grant scheme.
<p>Your payment schedule</p>	<ul style="list-style-type: none"> € All payments will be made via BACS. € Payments are usually processed within 28 days. € We will pay your grant in two stages. The first amount will be paid to you on receipt of a signed contract. The final amount (£250.00) will be paid once satisfactory

	<p>grant monitoring has been completed which is due on 24 March 2025.</p> <p>€ You must keep records of all your project income and expenditure, including invoices and bank records. We may ask to look at this information at any time during your grant.</p>
Starting your project	<p>€ When planning your project please allow enough time for the decision-making process and formal agreements to be completed before your expected start date (NB. This can take up to 6 weeks from the submission deadline).</p> <p>€ We will keep in touch with you over the duration of the project and ask that you let us know as soon as possible if anything changes in your application.</p> <p>€ Please be aware significant changes from your application could lead to the grant offer being withdrawn so please keep this in mind when planning and implementing your project.</p>
Publicising your grant	<p>€ We actively encourage all of our grantees to publicise their awards. Please acknowledge Canterbury Council in your publicity, from tagging us on social media channels to adding our logo to your publicity materials. Please only publicise your project once the agreement has been signed and official permission has been given.</p> <p>Twitter/X @canterburycc</p> <p>Facebook @CanterburyCityCouncil</p> <p>Instagram @canterburycitycouncil</p> <p>Tiktok @canterburycitycouncil</p> <p>LinkedIn Canterbury City Council</p>
Finishing your project	<p>€ You must complete your project within the same financial year that you receive the funding (3 March 2025).</p> <p>€ You will need to complete your grant monitoring due on 24 March 2025.</p>

Full details of the support that we offer through the RISE and other programs can be found on our website at canterbury.gov.uk/rise-grants

