

Guidance on applying to the Heritage & Culture Grant Scheme

Before completing an application form please read this document carefully.

Swale Borough Council has allocated £20,000 in grant funding to support community projects and organisations help achieve the heritage and culture objectives set out in Swale Borough Council's Realising Our Ambitions For Swale – Environment and Liveability. The maximum grant for any one project is £1,000 and only one application can be submitted by an organisation in each financial year.

Who can apply for funding? (refers to status of your organisation)

- Unincorporated associations such as community groups;
- Incorporated organisations such as registered charities;
- Companies limited by guarantee and
- Social enterprises.

What can the grant be used for? (refers to project/activity)

Swale Borough Council has allocated £20,000 in grant funding to support community projects and organisations help achieve the heritage and culture objectives set out in Swale Borough Council's Realising Our Ambitions For Swale – Environment and Liveability. The maximum grant for any one project is £1,000 and only one application can be submitted by an organisation in each financial year. The fund cannot be used to support items which should be funded by mainstream public expenditure such as highways or footways. Grants should also not support political or directly religious activity.

Voluntary and community groups can apply if they have:

- A governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustee/committee members and Trustee/committee member signatures. This can be known as a terms of reference, please contact the office if you are unsure;
- A bank or building society account in the organisation's name;
- Up-to-date annual accounts (for groups over 12 months old), or a 12 month cash-flow forecast for new organisations.

Applying for a Grant

Developing your bid

Your application will need to describe how the project contribute and link to the culture objectives of *Realising our Ambitions for Swale – Priorities for the borough to 2031, Pages 9/10/11* and describe what the planned benefits are for the local community. A summary of these key aims and objectives can be found at Annex A of the guidance notes.

Making the application

Applications are made by filling out the Heritage & Culture Grants Application Form. Forms can be completed on our website: swale.gov.uk/hcg. Please contact the Community Development Team if you require assistance in completing the form at communitygrants@swale.gov.uk

Who will assess the bids?

The bids are assessed by the Community Development Team and approved by the Community Development Manager.

Required Information

Please be aware that before the offer of a grant, further information may be required about your project. If working with vulnerable adults or children please ensure that the relevant and current (annually reviewed), Safeguarding/Equality & Diversity policies are held and that you are able to produce current documentation.

Please also note that the grant award must and can only be spent on the project as you have outlined in your application form.

Grant Payment

Successful applicants will be notified 3 weeks after submission, and a grant acceptance letter or email will be sent to you to finalise payment. Once the acceptance letter has been returned we will arrange for the payment of the grant, which takes approximately 30 days from receipt of the completed acceptance letter.

Monitoring and Grant Evaluation

A monitoring form **must** be completed and sent back no later than 3 months after the grant has been paid or following project completion. Swale Borough Council will also require evidence, through relevant invoices or accounts, to confirm that the grant has been spent in accordance with the project outlined in the application. If monitoring information is not provided to a sufficient standard, Swale Borough Council reserves the right to request the full repayment of the grant or will be unable to process any future applications, until the information is received.

Exceptions to funding

- Individuals (or where the benefit of the grant will only benefit an individual)
- Party political groups or political activities. This includes any Parish Council (or group of), District Councils, or the Kent County Council where any grant would challenge or oppose the democratic functions of that Local Government. Or where such grants would be deemed to risk the reputational standing of Kent County Council.
- Church or Faith groups who are using the grant to promote religious activity.
- Schools and Academies cannot apply for funds towards capital costs; teaching materials; or curriculum delivery (although they may apply for funding towards projects that support wider community benefit).
- Business/ companies which do not reinvest surpluses for community benefit.

This Council agrees to ban the use and release of sky lanterns and balloons and the misuse of drones from land owned or managed by Swale Borough Council and at all events organised, supported, funded by (fully or partially) and/or licensed by this authority. This is in the interest of public safety, protection of agricultural land and property, prevention of harm to wildlife, livestock and other animals and protection of the environment.

This Council will not fund any project or organisation that does not act responsibly, in line with the relevant laws and regulations.

Compact Compliance

This funding stream supports the values and codes of practice contained within the Kent Partners Compact, which is an agreement to improve and enhance partnership working between the voluntary and community sector and the public sector in Kent.

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/kent-partners-compact>

For further information please contact the Community Development Team:

communitygrants@swale.gov.uk or 01795 417155

Realising our Ambitions for Swale: Priorities for the Borough to 2031

Summary of Strategic Objectives and Partnership Priorities

Children and Young People

Long-term priorities for children and young people

Our priorities for children and young people to 2031 are:

- **Reducing family poverty**, by reducing the number of families living in poverty, increasing the number of adults accessing employment, and increasing publicity for support services.
- **Safeguarding children and young people**, by ensuring safe and positive environments for children and young people and helping parents and practitioners to recognise and respond to signs of adverse experiences.
- **Improving emotional and mental health of children and young people**, including ensuring they have access to suitable support and early intervention services.
- **Creating a healthy start in life**, by improving breastfeeding rates and take-up of MMR jobs, and by reducing the number of obese children.
- **Improving primary-aged children's learning**, by increasing take-up of early years education, improving attainment at Key Stage 2, and improving outcomes for looked after children.
- **Increasing adolescent engagement and improving school attainment**, by effectively managing challenging behaviour and offending, reducing the number of children not in education, employment or training (NEET), and reducing the number of teenage conceptions.
- **Improving housing and reducing homelessness**, by improving housing conditions for vulnerable households, reducing the number of families living in temporary accommodation, reducing the number of young people at risk of homelessness, and improving energy efficiency to reduce fuel poverty.

Economy and Regeneration

Long-term priorities for economy and regeneration

Our priorities for economy and regeneration to 2031 are:

- **Increasing prosperity**, by creating the right environment to attract business, encouraging a diverse range of quality jobs, improving access to them for local people, and promoting the opportunities and brand of Swale.
- **Improving the borough's skills profile**, by promoting learning provision that meets the needs of business and gives residents the best chances of accessing suitable employment, and by expanding the vocational opportunities available to young people.
- **Securing investment in transport infrastructure**, by lobbying for improvements to Junction 5 of the M2, promoting a southern relief road for Sittingbourne, and maximising opportunities to improve local public transport.

Environment and Liveability

Long-term priorities for the environment and liveability

Our priorities for the environment and liveability to 2031 are:

- **Improving Swale's cultural and leisure offer**, maximising the opportunities available to residents and visitors and taking account of local needs and preferences.

- **Creating a cleaner and greener borough and rising to the challenge of climate change**, sustaining high standards of cleanliness, reducing household waste, further improving recycling rates, and promoting environmental sustainability while ensuring the borough's successful adaptation to a changing environment.
- **Safeguarding and enhancing Swale's natural and built assets**, supporting the Green Grid and fully realising the environmental, recreational and economic value of the borough's green assets.
- **Maximising the opportunities for Swale of the localism agenda**, realising the potential contribution of all sectors and supporting neighbourhoods and communities to build the 'Big Society'.

Health and Housing

Long-term priorities for health and housing

Our priorities for health and housing to 2031 are:

- **Reducing the gap in health outcomes**, by improving outcomes in the worst-performing wards.
- **Promoting healthy lifestyles**, reducing smoking and obesity and increasing sustained patterns of breastfeeding, beyond the initiation period.
- **Improving access to health facilities**, especially in the borough's most disadvantaged areas.
- **Increasing housing supply**, including affordable housing, to meet identified local needs.
- **Improving housing condition and local neighbourhoods**, by improving the quality of existing accommodation and increasing integration between new and existing communities.
- **Supporting vulnerable people**, ensuring effective provision of, and access to, housing and support services, whether public, commercial or voluntary.
- **Tackling disadvantage and improving quality of life**, helping to reduce fuel poverty and identifying and responding to changing patterns of homelessness.

Safer and Stronger Communities

Long-term priorities for safer and stronger communities

Our priorities for safer and stronger communities to 2031 are:

- **Creating safer communities** by aiming to reduce crime and disorder, reoffending, substance misuse and anti-social behaviour.
- **Enabling stronger communities** through building capacity and encouraging participation in community and civic life.
- **Developing targeted responses** to the needs of individual communities to combat localised issues, and to work with neighbourhoods and the voluntary and community sector to both design and deliver local solutions.

If you would like hard copies or alternative versions [i.e.] large print, audio, different languages] we will do our best to accommodate your request, please contact Swale Borough Council or telephone the Customer Service Centre on 01795 417850