



Connecting Heritage, Nature and People in the Weaver Valley

## SaltscapE Community Grants

### TERMS & CONDITIONS

#### Grant criteria

1. Projects should be located within the SaltscapE Landscape Partnership Area (see <http://www.saltscapE.co.uk/project-map/>).
2. Grants will only be awarded to clubs, groups and organisations and not directly to individuals. If you have an idea for a project but are not associated with a group or organisation, please contact us, we may be able to support you to take your idea forward in collaboration with someone else – e.g. by securing the support of your local parish council/community groups.
3. In order to apply your group needs to have a current bank account in the name of the organisation. SaltscapE cannot make grant cheques payable to individuals, even if they are an official of the organisation. If you are associated with a group which does not have a current bank account, please contact us, depending on the nature of your application we may be able to look at alternative ways of distributing the funding.
4. Groups are required to contribute 20% of the project cash costs to be eligible for a SaltscapE Community Grant.
5. Grants will not be given for political, religious or campaigning activities.
6. The grant will not pay for any VAT costs.
7. The funding can be used for new projects or for additional work on projects (i.e. work that would not otherwise happen without this funding). **The funding cannot be used to subsidise things that are already happening** and you cannot claim funding for work that has already taken place. Any spend prior to your grant being awarded by SaltscapE will be ineligible for funding.
8. Organisations/groups must have the appropriate public liability and employer's liability insurance for the activities they provide. Organisations working with children, young people and vulnerable adults must have safeguarding policies in place including the necessary DBS checks.
9. All projects should be completed by 31<sup>st</sup> August 2017.

## If your application is successful

1. If your application is successful you will be sent a Grant Agreement which must be signed and returned. Your grant will be paid upon receipt of this form.
2. Once awarded you cannot significantly change the use of the grant award from your original proposal without first discussing the changes with the grant administrator. Payment of your grant will be made in advance of expenditure, following notification that your application was successful and receipt of the signed Grant Agreement. Funds will be released in one payment. If grant funding is used inappropriately we may demand reimbursement of any funds already paid out, or take other measures to recoup the funds.
3. In order to promote the scheme to other potential applicants we ask that you publicise the support of Saltscape as much as possible. Therefore any publicity materials or resources produced as part of the project are required to be approved by the grant administrator prior to publication.
4. All grant recipients will be required to explain how they used their grant within three months of spending it. We ask that you return a short End of Project Monitoring Report to confirm that the money was spent on the approved purpose.
5. We will agree with you an appropriate completion date for your project. We understand that sometimes projects do not run as planned and will monitor the progress of projects and work with groups to adjust timetables as necessary. However, if your project is not completed within an appropriate timeframe, we may demand reimbursement of any funds already paid, or take other measures to recoup the funds.

## Assessment criteria

Grant applications will be assessed by a panel comprising of a Saltscape team member and two Steering Group members.

As well as the grant criteria detailed above, applications will be scored against the following:

1. Fit with the Saltscape vision (see <http://www.saltscape.co.uk/about-us/our-vision/>)
2. Use of volunteers/community involvement and/or benefit to the community.
3. Sustainability of the project (i.e. how long after the project will the benefit last)
4. Provision of appropriate costings and match funding
5. Provision of appropriate timescales.

## Applying for a grant

If you wish to discuss your project idea before submitting an application or get some advice on completing the form, contact the Saltscape team on 01606 723160. Please e-mail your completed application to [info@saltscape.co.uk](mailto:info@saltscape.co.uk) or by post to Saltscape Community Grants, Saltscape Landscape Partnership c/o Groundwork Cheshire, Lancashire and Merseyside, Yarwoods Arm, Navigation Road, Northwich, Cheshire CW8 1BE, by the deadlines advertised.

**We will acknowledge receipt of all completed applications within 1 week. Applicants will be informed whether or not they have been successful within 3 weeks of the funding round deadline.**