

# PLYMOUTH TOGETHER

## Keyham Community Sparks Grants Scheme - Guidance Notes Round Three July 2022

Applicants should read this guidance prior to making an application.

There are ten small grants available in this third round.

### **Purpose of Grant Scheme:**

To support local community initiatives to help build a stronger and more resilient Keyham.

This third stage of the Keyham Community Sparks grant is funded by the Office of the Police and Crime Commissioner (OPCC).

Small Grants up to a value of £500 are available to be applied for. Details of who can apply, the criteria that must be met, how to apply and the decision process is detailed below.

### **Who can apply?**

- Any social or environmental purposed group or organisation can apply.
- Sole traders\*/individuals/organisations (\*Sole traders have to collaborate with a local/social purpose organisation).
- City wide groups/individuals/organisations can apply but will need to demonstrate they are connected to Keyham stakeholders.

### **What can't be funded?**

The following is not eligible for funding:

- Alcohol or medication
- Large scale building works or refurbishment
- Capital purchases over £1,500 in total
- Consultancy or feasibility studies
- Match funding for large projects where the link between a grant awarded and overall project outcomes are not clear
- Arts and sports related activity where there is no clear social engagement or community benefit
- Loss of income
- Organisations or activities that primarily support animal welfare
- Overseas travel
- Projects or activity which promote political or religious beliefs
- Retrospective funding i.e., activity that has already taken place
- Sponsorship or fundraising activities

### **Key Criteria:**

All activity funded must take place in Keyham or the closely surrounding area (approx. PL2 postcode area).

The grant must be spent and all the activity must be completed by the end of March 2023.

The applicant must detail how their project seeks to achieve the first two points:

- 1. Strengthening the local environment** – encourages engagement, increases pride and involvement with the local community / community spaces
- 2. Community based activity/initiatives for residents to engage in together** – that have been identified by local residents to promote a strong, connected and resilient community

In addition, the applicant must advise of the following:

- 1. Locally identified** – has this idea been supported/identified locally?
- 2. Legacy** - will the funding offer a 'legacy' or support individuals, groups or organisations to provide sustainable communities?
- 3. Inclusivity and impact** - how many people will the project reach?
- 4. Project management** – confirm that the project can be completed by the end of March 2023.

### **Application Process:**

Plymouth Octopus Project (POP) will be administrating the grant scheme on behalf of Plymouth Together.

The application form and this guidance is available online at:

[www.plymouthtogether.co.uk](http://www.plymouthtogether.co.uk)

Applications should be submitted to Plymouth Octopus Project to the following email address: [info@plymouthoctopus.org](mailto:info@plymouthoctopus.org)

A supporting letter will be required from another local organisation or individual based within the PL2 postcode area and must be submitted alongside the application.

**Deadline to apply:**

This will be an open, rolling process until all funds are allocated. At the latest the application process will close December 2022 to ensure all projects are completed and funds spent by March 2023.

**Decision Process:**

A decision will be made by a small Grant Panel within a fortnight. The Panel will review the application and ensure it meets all the required criteria. The Panel's decision will be communicated to the applicant within 5 working days of the Panel meeting.

On occasion, we may contact you to ask for clarification on information provided, or for further information if we have a specific question, in order for us to prepare your application for consideration by the Grant Panel.

**Successful Applicants:**

All successful applicants will be offered one-to-one support from POP to continue to develop their community based initiatives.

Funds must be claimed via 'Open Collective', used for transparent and public money management.

All successful applicants will be encouraged to join the Keyham Community Voices network.

All successful applicants are requested to include the Plymouth Together logo on any publicity materials.

All successful applicants to notify the Plymouth Together Communications Lead and POP of any activities / events taking place so these can be publicised.

**Evaluation:**

All projects will be asked to provide written feedback / photo story for Plymouth Together website and/or in person at a Community Voices meeting – this can be a snapshot short news item / written piece or video.

All applicants are encouraged to engage with the appointed academic evaluation partner.