

# Spark Up Grant

## Grant Information Pack

### 1. Background

The Covid 19 pandemic has shown that when one or two individuals recognise there is a need for a service or additional support in their community, a solution can be found but to make that happen some initial seed funding is required.

Funded by Shropshire Council, Community Resource is making available small grants to help start up new initiatives, or new community support groups which can/ or will be delivering initiatives within their local community.

Successful applicants will need to demonstrate how their scheme will benefit their local community and provide an opportunity for growth, development, and future sustainability.

### 2. Eligibility

Funded schemes must be located and delivered in Shropshire and predominantly serve Shropshire residents.

Applicants must have the following in place:

- A bank account in the group name.
- A group of at least 2 unrelated people and a simple written statement to show the aims and objectives of the group

Applications will not be accepted from:

- organisations based outside of Shropshire (border locations will be considered if the community asset predominantly serves Shropshire residents).
- individuals
- sole traders
- organisations that look to make profits and share these profits out privately - including companies limited by shares, organisations without the right asset locks, or organisations that can pay profits to directors or shareholders.
- third parties (applications cannot be made on behalf of another group or organisation)

### 3. Application process

Applications for sums between £50 and £300 maximum will be considered for local projects or schemes.

Applications must be made using the grant application form. The grant application form must be completed in full.

Applications will be considered on a rolling basis. Given the fixed budget the grants scheme will be closed once all available funds have been allocated.

All applicants will be required to complete a post grant monitoring form.

### 4. Type of projects supported

**We can fund:**

- Start-up costs associated with delivering the project or scheme - this can include materials, equipment, room hire, volunteer expenses, insurance (core costs)

**We cannot fund:**

- Activities outside of Shropshire.
- Activities that make profits for private gain.
- Public sector organisations, schools or town and parish councils.
- Political or lobbying activities.
- Religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content).
- Projects or spend that has already taken place.
- Loan or debt repayments.

**5. Decision making and timescales**

A grants panel will consider applications and award grants.

Applicants will be informed whether they have been successful within 6 weeks of their application.

Offer acceptance forms should be returned within 2 weeks of the offer date. Payments will only be made once a signed form has been returned.

**6. General Conditions**

The conditions attached to this grant include:

- Only eligible organisations and eligible activities/spend will be supported and the application form must be completed in full.
- The grant must only be used for the purposes stated in the application form. If any change of spend is essential that must be agreed in advance with the grant administrator (and appropriate sign off documented).
- No more than one grant per group will be allowed.
- Grants are one off.
- Grants must be claimed within 6 weeks of the formal offer.
- Organisations must demonstrate a commitment to equality, diversity and inclusion. We expect your organisation and the activities we fund to be open and accessible.
- We encourage organisations to have a commitment to reducing environmental impact.
- If the project is cancelled or only partly achieved, this must be reported to the grant administrator. In most cases the remaining grant will need to be repaid unless the spend can be spent on another eligible activity.
- All conditions outlined in this document must be met. Failure to do so could result in the organisation being asked to repay the grant.

**7. Monitoring and Reporting**

All grant recipients will be required to complete a monitoring form and will be required to work with the grants administrator to provide information on request.

Monitoring forms and requests for information must be responded to within 3 weeks unless otherwise agreed with the grant administrator.