



# Villages Together

## Guidance Notes and Criteria

### Top tips for making a Community Grants scheme application

- Read the Villages Together [2-year plan](#) – consider where your project fits within the plan.
- Read the Funding Criteria on **page 2** of this document – consider if your project meets the criteria. If not, sadly, your project cannot be funded by our Big Local Community Grants scheme.

### Ask yourself:

- Will your project benefit the residents of Puriton and Woolavington?
- What are the intended outputs and outcomes for your project?
- How long will your project run for?
- Will your project continue after the end of the Villages Together programme (2025)?
- Refer to the [four key themes](#) – also detailed on page 4 of the application form – and decide if and how your project meets one (or more) of these themes.
- How much funding do you need? Please breakdown your costings so it is very clear what the money will be spent on and when.
- Match-funding is something that we are keen to encourage. Please let us know if you have applied to any other funders to help support your project.
  
- If you need any extra help or advice, please contact Jon Cousins, our Community Project Lead: 07740 410232, Jon@shal.org
- Find out what projects we have approved before.
- Find out when the next meeting of the Villages Together Partnership is and come and present your project. Photos are great to use.

**We look forward to receiving your application.**

**Good Luck!**

## **Funding Criteria for the Villages Together Community Grants scheme:**

1. For your organisation to be eligible it must a) be either a charity or not-for-profit community group/organisation, b) have a bank account and c) serve the residents of Woolavington and/or Puriton.
2. Your organisation must meet in Woolavington or Puriton.
3. Your organisation must have participants from Woolavington or Puriton.
4. If a project involves children and/or vulnerable adults, the necessary Disclosure & Barring Service (DBS) certificates and safeguarding must be in place.
5. You can apply for up to £1,000.
6. Big Local funding cannot be granted retrospectively. We will not fund projects already started, work procured or undertaken, or items already purchased.
7. The grant must be spent within **6 months** of the funding being handed over.
8. The grant will be used for the items/expenditure detailed in the application form.
9. If, during the process, the use for the funding changes from that which was specified on the application form, you must contact Villages Together immediately to advise us of this alteration.  
Consideration will be given as to whether we wish to continue to support your project. Should we decide not to do so, then we will request the funding to be returned to Villages Together.
10. If requested, original receipts and claims will be presented to Villages Together.
11. Any under-spend will be returned to Villages Together.
12. If any equipment is purchased as part of the grant, it should be used to benefit the people of Woolavington and Puriton. If it is no longer needed, you must inform Villages Together so we can decide if it is needed elsewhere.
13. We want to celebrate all projects funded as part of the Villages Together; therefore, we ask all applicants to write a short account of how the grant made a difference to the group. Please include photos where possible.
14. Organisations can only apply once in a 12-month period, for example: if you apply in May 2021, then you cannot apply again until May 2022 at the earliest.
15. Applications must be received by 5 pm, Wednesday of the first week of the month, full details are on the application form.
16. If any of the conditions listed in this document are broken, then you will be liable to repay the full amount of the grant to Villages Together Big Local.

## **What type of thing can be funded? Here are some examples:**

- Purchasing equipment or items to improve the community.
- Finding solutions for transport for a group of residents.
- Helping others in the community.
- Passing on business skills to others.
- Helping others to take an active part in the community.
- Creating opportunities that residents are seeking.