**LiveWest supporting communities grants for groups and organisations**

**Applications for grants of up to £1,000**

**Guidance notes including terms and conditions**

**The aim of LiveWest supporting communities grants is to enable groups and organisations to make positive differences to LiveWest communities and the lives of LiveWest customers.**

Grants are to cover specific costs or needs of groups and organisations. Applicants must demonstrate how projects or initiatives will provide specific benefits or services for LiveWest customers and explain how they will engage and target the individuals or groups they are looking to support.

Funding is available to support activities across LiveWest’s geography and we expect grant applications to be customer led or demonstrate there is active buy-in and support from customers.

We will not normally award grants for speculative work from established organisations where there is not demonstrable need within communities, and it cannot be demonstrated that our customers have been consulted or engaged in the co-design of projects or activities.

**We want to focus on how we can help our customers and communities in these key areas:**

* Improving health and wellbeing
* Social inclusion
* Access to food
* Increasing financial inclusion and improving financial confidence
* Digital inclusion
* Improving the use of internal and outside communal areas
* Supporting the improvement of community facilities
* Projects supporting the needs of specific groups of customers

Projects and activities must demonstrate compliance with current LiveWest and government social distancing and health and safety advice.

**General Notes**

All funding awards are made on a discretionary basis and an application does not guarantee funding will be given or that it will be given at the requested amount. All applications will be judged on a case-by-case basis.

All applicants will be expected to measure the impact of their work and report on how the grant has specifically benefited LiveWest customers.

Group applications can be made by a Residents Association, community group, organisation or partnership that can demonstrate their project or activities will benefit LiveWest customers.

**We will normally respond to a grant request within 10 working days, but any further clarifications or questions may delay this process so please ensure you include as much information as possible.**

Please include any additional information that will support your application including any maps, diagrams or other materials that helps us understand how the need was identified, the response and how it will benefit LiveWest customers.

**Grants guidance related to The Queen’s Platinum Jubilee celebrations**

Key information:

* We are unable to support costs related to non-LiveWest customers.
* We expect (where practical) that LiveWest customers participating in Jubilee celebrations or parties will contribute towards the overall costs of these events.
* There will be thresholds for maximum total grant award and maximum award per LiveWest customer attending.
* We can only support with costs related to food and drink (not alcohol) and fun/family activities for events. We cannot support costs for marquees, DJs or similar.
* All applications will be reviewed on a case-by-case basis.
* All successful grant applicants will be required to submit feedback on the event through the provision of photographs and an evaluation form that will be sent to you by the LiveWest grants team.

Information we would expect you to include in your application:

* For groups of LiveWest customers only - an email with feedback on your plans from your Housing Officer/Scheme Manager.
* Information about where party will take place. This may be a street, customer garden, communal garden, communal rooms, or other community space.
* Date you plan to hold your event.
* The total number of LiveWest customers, including children, that have confirmed that they will be taking part in your event.
* Details of your wet weather plans if you are unable to hold the event as planned.
* Cost breakdown within each of the elements/items you are applying for (as listed in the table in the application form).
* List of contributions (resources and funds) the attendees (LiveWest customers and other local residents) have pledged towards the event.
* Details on the requirements for, and any application for a street party or Temporary Traffic Regulation Order with your Local Authority.

**General terms and conditions**

* LiveWest will not retrospectively fund projects or pay for items already purchased prior to approval of the grant.
* Grants will not normally cover core running costs or existing staff unless it can be demonstrated these cannot be covered by existing resources, reserves or other funding.
* LiveWest can consider awarding part of the amount being requested if it does not feel that it is appropriate to grant the full amount requested.
* Groups can make more than one application per year, but the total amount that will be awarded will not exceed £1,000 in any one year.
* If your application is successful, the grant can only be used for the purposes stated in your application. You will be required to provide LiveWest with accounts and records to show how the grant has been spent. You must provide copies of invoices or receipts.
* It is the applicant’s responsibility to inform LiveWest of any change in the aims or purpose for which the money is to be used. Any change in the use of the grant requires the permission of LiveWest. If LiveWest do not agree with the changes then the money may have to be returned.
* Any grant money that has not been spent by the end of the course, project, activity or event should be returned to LiveWest.
* Grants are awarded within each financial year. If we are unable to make a decision on your application or make an award payment near to, or before the end of a financial year, we may need to re-assess the application.
* It is your responsibility to make sure you have met the conditions of any relevant regulations and obtained all necessary insurances. We may ask for copies of documents, policies or certification related to regulation, risk, health and safety, public liability or safeguarding related to the activities of your group or organisation and its employees or volunteers.
* We want to be sure that our funding has helped you achieve the aims set out in your application. We expect applicants to provide feedback, impact reporting and evidence of work undertaken.
* We will send you an evaluation form, completion of which is a condition of grant funding. Failure to do this may mean that LiveWest will request the grant money back and will not accept future grant applications.
* We are keen to let others know how our funding can make a difference. As part of the evaluation process, we ask those receiving funding to provide a case study, a quote about the impact of funding and photos for use across LiveWest communication channels (you will need to obtain the consent of anyone in photographs before sending them to us). We understand that in some cases it may not be appropriate to publish photographs of a project or activity.