

## Guidance Notes

### What is the Mayor's Foundation Grant Fund?

The Mayor's Foundation Grant Fund will offer grants to Community Groups, the Voluntary Sector and not for profit organisations towards the cost of initiatives within the Vale of Glamorgan that help to support the Council's vision of "strong communities with a bright future". The specific funding available each year to be allocated as part of this grant scheme is £5,000.

The fund aims to provide additional funding between £100 and £400 \*\* to enhance the work of voluntary and charitable organisations within the Vale of Glamorgan.

### How do I apply?

Applicants must complete a The Mayor's Foundation application form which is available from the Mayor's office via the Vale of Glamorgan Council's website.

Incomplete applications or applications submitted without the correct supporting documentation will not be considered.

### Who can apply?

The fund is open to applications from Community Groups, the Voluntary Sector and not for profit organisations.

### What can't be funded?

The following are examples of things that would not generally be supported. (This list is not exhaustive).

- Day-to-day running costs (e.g. core staff, utility bills, council tax, rent and insurance)
- Projects that are eligible for support from other Council Schemes: e.g. Events fund
- Projects that do not align to the Council's Corporate Plan
- Projects that cannot demonstrate need
- Projects that happen or start before we confirm our grant
- Items that mainly benefit individuals (for example, equipment that is not shared)
- Religious or political activities, including campaign groups

- Hospitality e.g. Purchase of alcohol
- Routine repairs and maintenance – e.g. Boiler servicing, grass cutting
- Projects that do not take place in the Vale of Glamorgan
- Recoverable VAT

### **How much should I write in my application?**

As these are small grants we are not looking for a lot of detail. The amount of information you give us in this application should be proportionate to the amount of funding you are looking for. E.g. A few lines in each section is all that we require to support a small grant for equipment. If in doubt – ask.

### **Do I include VAT in my application?**

You can only include VAT in the application if you cannot claim it back from HM Revenue and Customs. Applicants are responsible for taking advice on VAT. Unfortunately the Council cannot offer this advice.

### **How long does a grant last?**

Funding should be spent within 6 months of the date of the award letter.

### **How will the grant be paid?**

The grant will be paid in advance and your organisation should complete and return a certificate of completion when the funding has been spent.

### **What is the application timetable?**

Applications to the **Mayor's Foundation Fund** will be invited three times each year on 1st September, 1<sup>st</sup> December and 1<sup>st</sup> April. Application windows will be advertised on the Vale of Glamorgan Website.

Your application must be complete with all attachments and submitted in hard copy or email by 12 noon on the deadline date. Applications received after the deadline will be held until the next application round. You can submit your application at any point during the window. Keep in touch with us and don't hesitate to ask any questions.

If your application is successful, you will be issued a funding letter and associated documents to sign and return. If you have any questions at this point we will be happy to help you.

## Who makes the decision and what are the assessment criteria?

Your application will be examined by the relevant Officer at the Vale of Glamorgan Council and any queries followed up with you. Your application will then be submitted to a grants evaluation panel for consideration. The panel is made up of the following:

- The Mayor of the Council
- Cabinet Officer
- Finance Officer

The grant panel may choose to attach conditions to your grant offer if successful. You will then be notified in writing of the panel's decision.

The panel will assess your application against the following criteria:

### **Assessment Criteria**

**The Mayor's Foundation Grant Fund project proposals will be scored using the following scoring scale of 0 – 10 to give a maximum total score of 30. No application will progress which scores less than the minimum quality threshold of 15.**

	<b>Priority Criteria</b>	<b>Score</b>
<b>1</b>	Strategic fit with: <ul style="list-style-type: none"><li>• Vale Council Priorities</li><li>• Future Generations Act 2015</li></ul>	0 – 10
<b>2</b>	Value for money and outcomes	0 – 10
<b>3</b>	Stakeholder engagement and in shaping and delivering the project and Added Value.	0 – 10
	<b>Total</b>	<b>30</b>

### **Criteria 1 – Strategic Fit**

#### **Score up to 10**

**Do not be scared by this section! If you aren't sure how your project fits with this section, don't worry - just ask one of the Economic Development team and they can give you some pointers. The idea behind showing these links is to make sure that projects funded are relevant to the priorities of the Council and Welsh Government.**

### **Contribution to the Vale of Glamorgan Council's Priorities**

Applications need to be consistent with the Council's values set out in the [Corporate Plan](#) which contribute to the Council's Wellbeing Outcomes.

**Outcome 1: An inclusive and safe Vale**

Reducing poverty and social exclusion.  
Providing decent homes and safe communities.

**Outcome 2: An environmentally responsible and prosperous Vale**

Promoting regeneration, economic growth and employment.  
Promoting sustainable development and protecting our environment.

**Outcome 3: An aspirational and culturally vibrant Vale**

Raising overall standards of achievement.  
Valuing culture and diversity.

**Outcome 4: An active and healthy Vale**

Encouraging and promoting active and healthy lifestyles.  
Safeguarding those who are vulnerable and promoting independent living.

**Projects should be able to demonstrate a link to one or more of the above objectives, please tick which ones apply to you.**

**Well-being of Future Generations (Wales) Act 2015**

The Well-being of Future Generations (Wales) Act is about improving the well-being of Wales.

The Act has 7 well-being goals:

- A globally responsible Wales
- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

The Act has 5 ways of working:

- Integration
- Collaboration
- Prevention
- Long-Term
- Involvement

**Projects should be able to demonstrate a link to one or more of the above wellbeing goals and ways of working. Please tick which ones you think apply to you. We are not looking for a lot of detail in this section.**

More information on the [Future Generation Act](#).

## **Criteria 2 – Value for money and outcomes**

### **Score up to 10**

This criteria speaks for itself. We want to know what you intend to achieve through your project. Give us an idea of what you hope to achieve and how much this will cost. We have a limited amount of money and projects that achieve more with their grants will score more highly in this section.

## **Criteria 3 - Stakeholder engagement in shaping and delivering the project**

### **Score up to 10**

Projects should be developed in response to detailed local knowledge and sound evidence of need. Local communities are best placed to understand their local circumstances and to identify the barriers and opportunities facing them.

Applicants should explain **who** their stakeholders are; **how** they have been engaged during the development of the project and how they will continue to be involved in its delivery. Applicants should explain the ways in which the final project reflects the outcome of the community engagement.

Applicants should explain the added value that will derive from their project, beyond the core activities it currently delivers. We cannot support the core running costs of your organisation using this funding.

### **Marketing / Promotional Materials**

Your grant offer is conditional upon the use the funding partners' logos on associated marketing / promotional products e.g. flyers, website, interpretation panels. There is specific guidance on this matter which you will have to follow e.g. size of the logos in relation to document size. If you are successful with your grant application we will supply all of this as part of your funding letter.

### **How many quotes do I need to provide?**

The tendering table below sets out the procedure you need to follow. Please ensure you have submitted the appropriate information with your application. We can help you with this process and advise you on how to put together specifications for quotes and tenders.

#### **Tender Information**

<b>Estimated Value</b>	<b>Tender Action Required</b>
<b>£100 - £400 **</b>	<b>One written quote</b> from single supplier

**Your application for grant funding must be approved prior to starting work. No grant money will be available for works carried out prior to written approval being issued.**

All approved work must be completed and evidence of payment by the applicant submitted before the grant can be claimed.

**IMPORTANT**

It is important that you read these notes and the step by step guide to completing your application form – they will help you complete your application correctly and help avoid any delays in processing.



Mayor of the Vale of Glamorgan  
Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
CF63 4RU

**T:** 01446 709853

**E:** [TheMayor@valeofglamorgan.gov.uk](mailto:TheMayor@valeofglamorgan.gov.uk)