



Crewe Town Council Grants Scheme Guidance



Crewe Town Council wishes to make donations and allocate funds to projects which directly benefits the community within the Crewe Town Boundary

Before completing your grant application, Crewe Town Council highly recommends that you read the refreshed '*A Vision for Crewe – Crewe's Community Plan*' Action Plans adopted in June 2019 which can be found at the end of this guidance. The information you provide within your grant application will be considered against the following headings contained within the Action Plans:-

- Cultivating civic and community pride in Crewe
 - Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen;
 - Creating opportunities for local people by enabling them to be engaged and be employed in the place they live;
- Celebrating arts and culture in Crewe
 - Supporting the expression of creativity and imagination of the community;
- Aspirational young people in Crewe
 - Ensuring that young people have the opportunities, knowledge and skills to progress towards achieving and building their aspirations;
- Health and wellbeing in Crewe
 - Creating space and opportunity where people can feel safe and well;
 - Improve health and wellbeing;
 - Develop existing services and new initiatives focussed on health and wellbeing;
 - Increasing access to services and their engagement with the community;
- A Voice for Crewe
 - Engage in constructive positive dialogue with community partners to lobby and influence for and on behalf of Crewe

All grant applications **MUST** support the aims set out in '*A Vision for Crewe – Crewe's Community Plan*' which are to:-

- Support local services to be delivered at the heart of communities enabling people in Crewe to access support closest to them;
- Support Crewe to tell the best story of itself positively;
- Utilise local skills, knowledge and talents in Crewe;
- Empower a volunteering culture in Crewe;
- Enable the community to engage with arts, culture and leisure activities in Crewe;
- Build resilience and aspirations for young people in Crewe;
- Support safe activities and places for young people in Crewe;
- Reduce social isolation and loneliness in Crewe;
- Improve health and wellbeing outcomes in Crewe;
- Support activities and projects focussed on mental health for adults, young people and children in Crewe;
- Support the community to feel safe when accessing the town and services in Crewe;
- Increase bereavement services and support in Crewe;
- Enhance and enable the community for the benefit of all in Crewe;

If you have any questions, queries or need assistance to complete your application, please contact the Community Engagement Officer by emailing grants@crewetowncouncil.gov.uk or by calling 01270 756975

Eligibility

When applying for funding from the Crewe Town Council Grants Scheme, organisations must take into account the criteria detailed below:-

To qualify for a grant from Crewe Town Council, organisations **MUST**:-

- Be a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group which has a governing document and an active management committee / board;
- Operate within the Crewe Town Boundary and that the proposed project will directly and positively benefit residents within the Crewe Town Council area. A copy of the Crewe Parish Map can be found [here](#);
- Be able to provide proof of a bank or building society account in the organisations name which requires at least two signatures and, where possible, an audited set of annual accounts;
- If a project involves vulnerable people, children or young people, the organisation must have the appropriate safeguarding policies and procedures in place and be able to evidence them;
- Complete the grant application form in full and provide all required information and documentation;
- Not have already received funding from the Crewe Town Council Grants Scheme in this financial year 2019 / 2020, during the previous financial year 2018 / 2019 or had a grant application rejected in the current financial year;

Applications will **NOT** be considered for:-

- Organisations which are not based within the Crewe Town Boundary unless they can significantly show and demonstrate that the project, and the organisation, will positively benefit Crewe residents;
- Projects which **DO NOT** involve, include or positively benefit residents within the Crewe town boundary;
- Applications from individuals as well as general appeals, sponsorship or general fundraising requests from organisations;
- Applications for projects, events or activities whose primary aim is for fundraising purposes;
- Applications from national bodies without a local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe or benefit to residents;
- Activities which are mainly of a political or religious nature;
- Loan against loss or debt;
- Work which has already taken place or been started;
- Applications where funds will be used retrospectively;
- General running costs such as utilities, insurance, broadband, etc. along with salaries and staffing costs;
- Organisations which have already received funding from the Crewe Town Council Grants Scheme in this financial year 2019 / 2020, during the previous financial year 2018 / 2019 or had a grant application rejected in the current financial year;

General conditions to consider when applying for a grant

- Applications must be completed in full. Incomplete grant application forms will be returned to the organisation which will incur a delay in grant applications being considered or a deferral of the application until the next evaluation round;
- Applications will not be considered by the Grants Working Group until all supporting documentation and additional information requested is supplied. If this information is not received, the application will be deferred until the next evaluation round and may result in the application being declined or rejected. Failure to supply all the required documentation and information will result in the application being treated as incomplete;
- Organisations which have applied, received grant funding or had a grant application rejected by the Crewe Town Council Grants Scheme in the current financial year 2019 / 2020 or the previous financial year 2018 / 2019, will only be considered in exceptional circumstances;
- Applications for funding **UNDER £2,500.00** will only be considered for the Crewe Town Council Grants Scheme;
- Funds awarded from the Crewe Town Council Grants Scheme **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose in which the funds will be used for, they must formally write to the Community Engagement Officer at Crewe Town Council to seek approval for the funds to be used for a different purpose. No further works should be carried out on the project until this formal approval is granted by Crewe Town Council;
- Crewe Town Council reserves the right to request for all funds to be repaid should funds not be used for the stated purpose or project outlined in the original grant application;
- If an organisation is unable to fully spend the funds allocated to the project or purpose stated in the original application, any unspent monies must be returned to Crewe Town Council at the earliest opportunity;

- If an organisation is unable to fulfil the project to which funding has been allocated, an organisation must repay the grant funding in full immediately to Crewe Town Council;
- Funds granted by Crewe Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years or for the same purpose or project, will not be considered;
- Awards cannot be made retrospectively. Therefore, any work which has started, or taken place prior to acceptance of the grant funding, will not be eligible and funds will not be distributed to that organisation;
- In cases where a funded project turns a profit, Crewe Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Grants Scheme unless the Grants Working Group is satisfied that the profit will be utilised to benefit the organisation positively and the community which it supports;
- A complete copy of an organisations latest set of accounts, or at least three bank statements, governing documentation and relevant policies relating to the project, must be supplied within seven days of a grant application being submitted. Where an organisation or project is newly established, an appendix must be attached detailing anticipated costings and quotations;
- Following a successful grant application, an End of Grant Report must be submitted to Crewe Town Council upon completion of the project. The report shall include, but not be limited to, how many people the project has benefitted, how funds were used and what difference the project has made to the organisation and / or the local community;
- Organisations are required to work with Crewe Town Council to draft and submit an information / news release which can be used in the press, on social media and on reciprocal websites. The Community Engagement Officer will support organisations to draft the information which must be signed off by both parties before it is formally released
- Organisations are requested to attend the Annual Crewe Town Meeting in 23rd April 2020 to speak publically about the project which has received funding from the Crewe Town Council Grants Scheme;

The Application Process

How to apply for funding from the Small Grants Scheme

Crewe Town Council highly recommends that organisations read 'A Vision for Crewe – Crewe's Community Plan' especially the refreshed Action Plans which were adopted in June 2019 prior to making their grant application. A copy of the Community Plan can be obtained by contacting the Community Engagement Officer by email on grants@crewetowncouncil.gov.uk or by calling 01270 756975

- All grant applications must be made in writing and only submitted on the most current Crewe Town Council Grants Scheme Application Form. This can be requested by emailing grants@crewetowncouncil.gov.uk;
- Forms must be clear, legible and preferably submitted by email to grants@crewetowncouncil.gov.uk. If applications are not clear or legible, forms will be returned to the applicant upon receipt and will incur a delay in the grant application being considered;
- Grants will not be awarded retrospectively. Any works begun on a project prior to a formal acceptance of the grant funding, renders the application ineligible and will be rejected upon receipt;

Application Deadlines

Grant applications will be considered at different points throughout the financial year. Therefore applications for the Crewe Town Council Grants Scheme 2019 / 2020 must be submitted before **midnight** on the following dates:-

Sunday 18th August 2019
Sunday 13th October 2019
Sunday 5th January 2020
Sunday 1st March 2020

Once your application has been submitted and how your application will be considered

Once received, your grant application will be checked and evaluated by a Crewe Town Council Officer and then accessed by the Grants Working Group before it is submitted to Crewe Town Council's Community Plan Committee for consideration

Crewe Town Council has delegated powers to the Grants Working Group and the Community Plan Committee to consider and make recommendations on allocations of grant funding and to make donations to organisations

Crewe Town Council reserves the right to seek further clarification on any details or information contained within the grant application, to return grant applications if they are incomplete and to liaise with external parties to verify information or details contained within the grant application

Where possible, and felt necessary, organisations will be asked to meet Crewe Town Council to discuss their application in more detail before it is presented to the Grants Working Group

The Working Group will judge each application on its own individual merits and how each project best supports the aims and objectives set out in 'A Vision for Crewe – Crewe's Community Plan' and the work carried out by Crewe Town Council in the community. The Grants Working Group will then make their recommendations to the Community Plan Committee and a formal resolution will take place regarding the grant application. Once a decision has been taken by the Community Plan Committee, organisations will be informed of the outcome of their grant application

Crewe Town Council strives to allocate funding and donations in a fair and open manner, judging each application on its own merit. When allocating, funds are granted under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations

It should also be noted that all Crewe Town Councillors are governed by a Code of Conduct which can be found [here](#). Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Crewe Town Council

If your application is successful

- All applicants will be notified in writing following the decision made by the Community Plan Committee at Crewe Town Council;
- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before payment of funds is released;
- Funds will be passed on to successful organisations via a direct bank transfer and **NOT** by cash or cheque;
- Organisations will be required to complete an End of Grant Report highlighting how the project has benefitted and made a difference to both the organisation and the community and include details such as how the funds were spent;
- Crewe Town Council will support each organisation to document and record a Case Study regarding how the grant funding has been used to support the project. This Case Study will then be used for Crewe Town Council purposes to promote the Grants Scheme, its ongoing commitment in the community and the work undertaken via *'A Vision for Crewe – Crewe's Community Plan'*

Assistance

If you have any questions about applying to Crewe Town Council's Small Grants Scheme or would like some help to complete your grant application form, please contact:-

Name: Hannah Marr – Community Engagement Officer

Address: Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL

Email: grants@crewetowncouncil.gov.uk

Telephone: 01270 756975

Community Plan Action Plans July 2019



Cultivating Civic and Community Pride

Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen

Creating opportunities for local people by enabling them to be engaged and be employed in the place they live

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in Spring 2019

They all aim to support the community to have the knowledge skills and opportunity to make a difference and develop pride within the community

Outcomes identified	Actions
Local services delivered at the heart of communities enabling local people to access support closest to them	<ul style="list-style-type: none"> • Work with the local community, voluntary and faith sector organisations and other key stakeholders to support and inspire:- <ul style="list-style-type: none"> ○ The delivery of services through local community assets and partnership centres; ○ More joined up working to remove duplication and link services together in partnerships where possible; • Cultivation of a wide range of community events, projects, initiatives and activities using these to support the promotion of local activities, groups, organisations and services; • Development of community activities and services to support those with English as a second language; • Work with the business community in Crewe to engage all businesses, large and small, to effectively engage more with community activity, projects and initiatives;
Creating a Voice for Crewe Supporting Crewe to tell the best story about itself positively	<ul style="list-style-type: none"> • Building on the Crewe Branding Project, work with community partners to create a <i>championing role</i> to tell positive stories of Crewe and its community. Example activities could include:- <ul style="list-style-type: none"> ○ Sharing the historic and current diversity of Crewe and its community; ○ Showcase local events and activities to tell the story of organisations, volunteers, services and the community; ○ Promotion of the voluntary, community and faith sector such as monthly themes promoting different organisations, services, topic areas, etc.; ○ Each Ward in Crewe has an <i>identity</i> or <i>character</i> which can showcase why it is unique and share this with the wider community;
Supporting local people and businesses to be at the heart of service delivery	<ul style="list-style-type: none"> • Review how Crewe Town Council procures and commissions its activities to encourage community partners and businesses to do the same to:- <ul style="list-style-type: none"> ○ Utilise local skills, knowledge and talents; ○ Where possible use processes which have social value to build and develop the skills and talents of the local community;
Empower a volunteering culture within Crewe	<ul style="list-style-type: none"> • Campaign to promote a volunteering culture in Crewe and showcase the talents volunteers can bring, the benefits of volunteering and how it can enhance the community for the greater good; • Embedding Employer Supported Volunteering within local businesses and highlighting the positive impact this can have on businesses, employees, voluntary, community and faith sector organisations and the wider community;

Celebrating Arts and Culture

Supporting the expression of creativity and imagination of the community in Crewe

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in Spring 2019

There were two key elements with the first being artists themselves wanting to feel and be part of a vibrant sector in Crewe, have the workspace to inspire them and their work and also showcase those the local community

The second was the community being able to have a wide programme of arts and culture activities for them to engage with and enjoy. Where possible, there was a view that workshops / information sessions could support larger public events to give the community a greater exposure to arts and culture but could also play a part with smaller activities and also participate in services delivered at a local level

Outcomes identified	Actions
Having a strong and active Arts and Culture Sector in Crewe with the community engaging in arts and culture activities	<ul style="list-style-type: none">• Build and develop a strong Cultural and Arts Network and Forum which could possibly build on the work started by the original Crewe CAN;• Cultivate a wide range of events, activities and projects which have an arts and / or cultural focus but wider topic reach;• Support the completion and delivery of the Crewe Cultural Strategy;• Support community partners on the creation of a cultural arts space to bring together creative arts within Crewe. The aim of this would be a dedicated space where ideas can be shared and different pathways / opportunities / initiatives can be explored and showcased;• Support community partners with the development of Christchurch particularly supporting and implementing ideas on how the space can be used in its current open air form and then once proposed plans are completed;

Aspirational Young People

Ensuring that young people in Crewe have the opportunities, knowledge and skills to progress towards achieving and building their aspirations

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in Spring 2019

Throughout all responses, there was an expressed need to encourage young people to have aspirations and to be given opportunities to develop the skills and knowledge needed to give them the best chance to achieve their aspirations

It was raised that when developing activities, that this should be inclusive of all young people including those with physical disabilities, special educational and additional needs

Providing activities for young people to take part in was also raised alongside the need for safe and accessible youth provision. There were also many comments around ensuring that any barriers to accessing provision and services were considered including working with parents or guardians to support them to encourage their children to attend activities

Outcomes identified	Actions
<p>Inspirational achievable employment support available for Young People which builds their aspirations and resilience</p>	<ul style="list-style-type: none"> • Provide informal learning opportunities for young people in addition to formal learning strategies for example:- <ul style="list-style-type: none"> ○ YMCA GLOW Academy which tracks young people’s non-educational learning and skills though an App; • Use football and other sports as a way of learning and building resilience e.g. Conflict Management. This can also support increasing outreach activities away from traditional leisure centre spaces into the community and localities; • Develop a local strategy to bring employers together to merge the gap between school and work by showcasing the opportunities available for young people such as apprenticeships and training; • Provide a number of creative development opportunities for young people which are not just one off events. Example:- <ul style="list-style-type: none"> ○ Creative Arts – an event linked with follow up workshops with employers or skills development;
<p>Young people having safe activities and places they can engage with</p>	<ul style="list-style-type: none"> • Work with community partners to identify and support the development of activities that are delivered in local venues and locations that young people are able to access and are safe environments; • Ensure these projects are also financially accessible for the young people and their families; • Support community partners and organisation to be sustainable to make sure that projects can continue to be delivered and are not just <i>temporarily sticking plasters</i>;
<p>Support those Young People travelling out of borough for education are engaged with their community in Crewe</p>	<ul style="list-style-type: none"> • Make links with the out of area schools that Crewe young people are attending • Explore ways to raise awareness with these families of local support groups and activities in Crewe can attend as it was raised that many of these young people have special educational and additional needs so miss out on local information as they are not educated in Crewe;

Health and Wellbeing

Creating space and opportunities where people can feel safe and well

Improve health and wellbeing

Develop existing services and new initiatives focussed on health and wellbeing

Increasing access to services and their engagement within the community

Health and wellbeing of the community was identified through the survey and focus groups with issues raised around healthy eating, the impact of loneliness and isolation, the need for mental health services for adults, children and young people and the overall poor health outcomes in Crewe

The issue of transport was raised throughout all the themes but has been included in this section as it was often linked to the issues of isolation and accessing health and wellbeing services

The following Action Plan aims to highlight how working with community partners can improve health and wellbeing of the community

Outcomes identified	Actions
Reduce social isolation and loneliness in the community	<ul style="list-style-type: none"> • Support, encourage and develop projects and activities that promote companionship and befriending schemes; • Review existing transport services to identify where the gaps are and support local Community Transport schemes that can target those most in need and the timings for the activities they want to access;
Improve the health and wellbeing outcomes of the community promoting self-care and healthy eating	<ul style="list-style-type: none"> • Work with community partners to support the promotion of health and wellbeing campaigns, initiatives, projects and services; • Support, encourage and develop health and wellbeing projects and activities with community partners that enable the local people to be more active, eat healthily and embolden self-care. Examples could include:- <ul style="list-style-type: none"> ○ Projects, activities and initiatives outdoors, in safe environments and locally to those accessing them; ○ Peer Support / Self-Help groups focusing on specific and generic health and wellbeing conditions;
Support available for adults, young people and children with mental health conditions	<ul style="list-style-type: none"> • Research potential schemes / projects which could be delivered alongside commissioned schemes / services which bring added value and meet any gaps in these services. Examples could include:- <ul style="list-style-type: none"> ○ Mental Health Cafés; ○ Art and culture activities to support exploring mental health; ○ Sport, leisure and recreational activities; ○ Social Prescribing Projects;
Community having access to support and advice on their finances which enable them to live well and access local events and activities	<ul style="list-style-type: none"> • Work with community partners to promote and develop services which provide financial planning, budgeting and support for individuals and families;
Community feeling safe when accessing the town and services	<ul style="list-style-type: none"> • Work with community partners to promote community safety by delivering activities which empower people and help them feel safe and confident when travelling around the town in which ever form they choose or use; • Work with the community partners to identify and address areas with specific safety / anti-social behaviour concerns;
Increase in bereavement services available in Crewe	<ul style="list-style-type: none"> • Work with community partners to explore the development of bereavement support groups and related activities within Crewe that are accessible to all;

A Voice for Crewe

A strong Town Council engaging in constructive positive dialogue with community partners to lobby and influence for and on behalf of Crewe

This section includes key issues Crewe Town Council may not be able to directly address but has a role to play in lobbying and influencing partners and stakeholders representing the views of the community

Priority areas	Influential Key Stakeholders
Support available for adults, young people and children with mental health conditions and / or health conditions	Cheshire East Council Clinical Commissioning Groups Cheshire and Wirral Partnership Local Member of Parliament
Young People travelling out of borough for educational purposes are not engaged with their community in Crewe	Cheshire East Council Clinical Commissioning Groups Local Member of Parliament
Actively responding to national and local consultations carried out by partners to represent the views of the community in Crewe	All Stakeholders
Transport infrastructure improvements	Cheshire East Council
Acting as Crewe's biggest and best ambassador. Within this area potential activities include:- <ul style="list-style-type: none"> • Councillors having a clear and defined role in promoting Crewe • Working closely with recipients of grants, funding and support to promote the impact and benefits of the funded activities • Identify areas of joint working 	Crewe Town Council