

GRANTS TO OLDER PEOPLES' GROUPS – Guidance notes 2022/23

Guidance Notes to Applicants

Please read these application guidelines before you start your application.

Note that these grants are not a statutory service and are available at the discretion of Basildon Borough Council. Applications can take around 12 weeks to process after the closing date. We accept applications by email (preferred) or post.

These funds are available to Basildon based older peoples' groups only and will pay towards annual hire costs only. You do not have to hire or rent premises owned or managed by Basildon Borough Council, in order to receive funding. Please note; the maximum amount of grant aid that can be requested or awarded is £500.

The deadline date for applications is **5.15pm on Friday 23rd September 2022.**

Who can apply?

WHO CAN APPLY You can apply to this fund if you are:	WHO CANNOT APPLY You cannot apply to this fund if you are:
An older persons' group, meeting weekly, with at least 15 members.	Any other organisation, individuals or businesses
An older persons' group, meeting monthly, with at least 30 members.	

Your Application
All applications and the information contained within them, will be treated confidentially. Basildon Council will never pass any of your details on, or share any information with third parties.
Applications will not be considered without bank details, please ensure they are present and correct. Your account must have two signatories, who are unrelated and live at separate addresses.
We accept electronic signatures and would prefer correspondence to be via e-mail.
You must provide us with a hire agreement to evidence how the Council's funding will be spent.
Please do not send original documents. In all cases, a photocopy or scanned copy will be sufficient as long as they are all clearly legible. Any unclear documents will not be accepted.
Please ensure that you enclose a recent bank statement with your application. Applications that are received without all the relevant supporting documents will not be considered.
You can only apply once every twelve months.
You cannot apply for more funding than you pay out in annual hire/rental charges.

Assessment of Applications

Applications are assessed against the criteria by Members.

We may receive more applications than the budget can fund, so we may fund part of the amount you have requested or none at all, even if your project meets all of the criteria.

Successful Applications

Successful applicants will be informed by telephone and confirmation will be sent by email, or post. A grant is awarded to successful applicants on the understanding that it be used for the purpose stated in the funding agreement issued at the time of the grant offer. Funds must be spent within twelve months of receipt of your grant.

An authorised person is required to sign a funding agreement, in order for the group to receive their award. Any of the Councils' grant aid which remains unused or cannot be used for the purpose for which it was awarded could be repayable to the Council. If you experience problems with spending the grant at any time during the twelve-month period then you must contact the Councils' Voluntary Sector Development Officer.

Payments are made by BACS so please ensure your bank details are correct.

Unsuccessful Applicants

Unsuccessful applicants will be informed via email or post. In all instances, reasons will be given as to why a grant was not awarded. Feedback will be available to all organisations who do not receive funding and a meeting to discuss your unsuccessful application, can be arranged with the Voluntary Sector Development Officer.

In the event that you disagree with the decision that has been made, you are encouraged to contact the Voluntary Sector Development Officer to discuss the matter and receive feedback. If, following feedback, you feel you have been treated unfairly and wish to make a complaint, you can find details of the Councils' complaints procedure online by visiting www.basildon.gov.uk

Publicising Your Activity/Project

Applicants are required to acknowledge the support of Basildon Borough Council and include the Council's logo on any promotional literature or publicity. Please call if you are unsure and to request the latest logo.

Help

If you require any assistance with the completion of your application form, please contact the Voluntary Sector Development Officer on: email: communitiesteam@basildon.gov.uk

For Translations, Large Print and Braille please call 01268 533 333

Language Line Services

Customers with hearing or speech impairment can contact us using the text relay service. Dial 18001 followed by the full number of the service you require. Calls are charged at your provider's standard rate. If you would like to find out more about how Basildon Borough Council use your personal data, please go to www.basildon.gov.uk/privacy