

# SMALL CHANGE GUIDANCE NOTES

## What is Small Change?

Small Change is a small grant fund aimed at helping community, voluntary and resident groups make changes in their local communities. It offers grants of up to £5,000 to support **new** community activity. Grants will be made to support new activities, which help to meet gaps in the way existing services are provided to your community and contribute towards the 2020 vision for Derby and Derby's Local Area Agreement.

Copies of the Derby's 2020 vision and the Local Area Agreement are available to download from the Derby City Partnership Website [www.derbycitypartnership.co.uk](http://www.derbycitypartnership.co.uk)

The programme is funded by in the Neighbourhood Renewal Fund programme and Urban II.

These guidance notes explain the rules of the fund and give information about who can apply for a grant and what happens after we receive your application.

## Derby City Partnership Cities and Small Change Aims

The aims of Small Change are linked to Derby City Partnership Cities. Each City group has its own strategy that contributes to Derby City Partnership's 2020 vision and to the outcomes of Derby's Local Area Agreement.

To get a grant, you need to show how your project meets the aims of one or more of the Derby City Partnership Cities. The Cities aims are:

1. **City for Children and Young people**- aims to help children and young people aged up to 19 years to be healthy, be safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing
2. **City for Safer and Stronger Communities**- aims to improve community safety, improve the local environment, increase community cohesion
3. **Healthy City**- aims to promote health and wellbeing, prevent ill-health and provide support for vulnerable people.
4. **City Growth**-aims to increase economic development including increasing the skills and employability of local people
5. **Cultural City**-aims to encourage a lively and energetic cultural life. Culture is about a wide range of creative, learning and leisure activities.

## Who can apply

You can apply if you are a not-for-profit community or voluntary group based in the any of the 12 Neighbourhood Renewal priority neighbourhoods. These are:

1. Alvaston and Boulton
2. Abbey Street and Stockbrook Street
3. Crewton and Harvey Road
4. Breadsall Hilltop and North Chaddesden
5. Woodlands Lane Estate
6. Normanton Road and Pear Tree
7. Austin Estate
8. Mackworth Estate
9. Morley Estate and Slack Lane
10. New Sinfen and Old Sinfen
11. Osmaston and Allenton
12. Asterdale Estate

There are some restrictions on what you can apply for depending on where your activity will take place. If you are not sure whether your project fits the criteria, please contact Sue Jacklin on 01332 255620 or email [external.fundingunit@derby.gov.uk](mailto:external.fundingunit@derby.gov.uk).

To be able to apply groups must have a constitution or set of rules and a bank account in the name of the group. The bank account must require two signatories to withdraw money or write a cheque.

## What we can fund

Here are a few examples of what can be funded and how the projects fit with the four aims:

### ***City for Children and Young people***

For example:

- improving a local games area to provide more varied organised outdoor activities for young people.
- setting up a new homework club for young people from communities with traditionally low educational attainment levels to help to improve their achievement at school.

### ***City for Safer and Stronger Communities***

For example:

- supporting a residents group to improve a local green space for use by the whole community
- project to run a series of workshops to increase the skills of residents to enable them to take a more active role in making changes in their local areas

### **Healthy City**

For example:

- Providing a programme of craft activities for older people to reduce isolation and exclusion.
- Running a series of healthy eating workshops for new parents

### **City Growth**

For example:

- providing training and support for women returners to work
- providing advice and support workshops for people to improve their employability

### **Cultural City**

For example:

- linking an elderly people's residential home and a local playgroup to create a piece of artwork to be displayed at a community centre
- holding a cross-cultural event for children and young people to introduce them to new crafts and cultural activities.

### **We will not fund:**

- general running costs relating to existing projects or activities, for example, ongoing staff costs, rent or the costs of annual events
- maintenance costs
- items that only benefit one person, for example scholarships, bursaries or individual awards or prizes
- activities promoting religious or political beliefs
- activities that are part of legal obligations or that replace statutory funding. For schools this means activity with school children that takes place in school time.

### **We will not normally fund:**

- laptop computers
- CCTV camera equipment
- foreign travel
- vehicles or other capital items with high ongoing maintenance costs
- residential activity for young people

### **Other important information**

- We will not give grants to cover the costs of goods or services that you buy or order before you receive a letter offering you a grant.
- There is no limit to the number of awards you can receive from the fund but groups who have not received Small Change funding before will get priority. **Small Change will not provide funding for the same event or activity twice.**
- The Small Change Fund strongly encourages partnership working and you may wish to work with a number of other groups to hold one event or activity. If the total cost of this event or activity will be more than £5,000 please contact the Small Change Regeneration Co-ordinator to find out how to submit a partnership application.
- you may only make one application at a time.

- Priority will be given to smaller organisations with an annual income of less than £35,000 a year. Organisations with larger incomes can apply, but they will be more likely to be successful if they can demonstrate partnership working with a smaller organisation.
- Small Change aims to support local organisations and activity and where possible would encourage groups to use local venues and local suppliers of goods and services as part of their project.

## Priorities for Small Change

All applications to Small Change will be assessed against the four aims of the programme, listed on page one of the guidance notes. **However, we will give preference to projects that meet the following priorities:**

### ***City for Children and Young people***

- Projects to set up new homework clubs to target young people from communities with traditionally low educational attainment levels.
- Projects to set up new out of school sports and physical activities for school aged children, especially those aged 14 to 19.

### ***Healthy City***

- Projects promoting healthy lifestyles through healthy eating
- Projects promoting independence for older people

### ***Cultural City***

- Partnership projects between two or more different cultural groups that aim to improve community cohesion through cultural activity
- Projects to involve more volunteers in sports and physical activity

### ***City Growth***

- Training projects to increase the employability of local people through development of new skills
- Projects to provide information and advice to target people aged over 45 support their employability in the labour market
- Projects that support organisations to develop into social enterprises

### ***City for Safer and Stronger Communities***

- Projects to support drug treatment user groups
- Projects to support community champions involvement in neighbourhood forums
- Projects to increase participation and access to local green spaces by encouraging local people to become actively involved in them.

## How to apply

The application form is included with these guidance notes. You will also need to send some other pieces of information. These are:

- your organisation's constitution or set of rules
- your latest set of annual accounts or statement of income and expenditure
- a copy of a recent bank statement in the name of your group
- copies of your Equal Opportunities and Health and Safety policies if you have them.
- copy of your Child Protection Policy if your project is to work with under 18's

Your application form must be signed by an independent referee. Your referee must be someone who knows about your group and can comment on your project. This could be someone from the Council or Council for Voluntary Service or a member of any organisation your group is connected to. If your project is working with children, young people or other vulnerable groups, your referee must be someone with a relevant professional qualification such as a teacher, social worker or childcare professional.

Your referee must not be:

- someone who will directly benefit from the grant
- a current member of your group, a trustee or a member of staff or have been in one of these positions for the last two years

or

- be related to anyone in one of these positions.

## Where to get help and advice

There are a number of people you can contact if you would like help completing the application form, or advice about whether your project is eligible. Please contact the Small Change Regeneration Co-ordinator on 01332 255620 or email [external.fundingunit@derby.gov.uk](mailto:external.fundingunit@derby.gov.uk). We will direct you to the most appropriate person to help you.

## What happens next

1. Once we have received your application we will send you an acknowledgement within two weeks of receiving your application. Please contact us if you do not receive this. It will then be assessed by the Small Change Regeneration Co-ordinator. The Co-ordinator will consider:
  - how your group is set up and managed
  - if the project is well organised
  - whether your application meets at least one of the aims of the Small Change Fund listed on page 1 of the guidance notes
  - who in your community will benefit from the grant
  - whether the budget is realistic and represents value for money
  - what your group is contributing to the project, whether this is in cash or in kind.
  - whether project meets one of the Small Change priorities
2. When it has been assessed, the Small Change Award Partners will then consider your project. The Award Partners will make the final decisions about who will be

funded. They will look at how many of the aims your project meets and whether it meets any of the priorities, listed on page 4 of the guidance notes.

3. After your project has been considered by the Award Partners we will write to you within two weeks to let you know whether your application has been successful. If you have been successful, we will tell you how much grant you have been awarded and arrange to pay the money into your bank account within four weeks. If your application is not successful, we will tell you the reasons. All decisions of the Award Partners on applications are final.
4. If you are successful you must keep careful and accurate records of your project's achievements and costs and complete a monitoring form at the end of your project.

You must keep receipts and invoices for everything you buy using the grant. You must also record the number of people or organisations your project benefits.

Small Change has a complaints procedure for resolving complaints and conflict. If you would like a copy, please let us know. You may be disappointed if we turn down your application for funding but you cannot use this complaints procedure to appeal against our decision on giving a grant if we have followed our decision-making process correctly. There is no appeal against a decision taken that followed the correct procedure.

### Could you be a Small Change Award Partner?

The Award Partners are the group of residents and community representatives that make the funding decision for Small Change. Small Change would like to recruit additional Award Partners to widen the community representation of the group.

Award Partners need to live in one of the 12 Neighbourhood Renewal areas covered by Small Change funding now, and have done so for at least two years.

Award Partners need to be able to commit time and energy to the role. The group meets bi-monthly for at least two hours, currently in the day time usually 10.00am – 12.00pm. The role is voluntary but out of pocket expenses will be reimbursed, training and development for the role is available. For more information contact Sue Jacklin telephone 01332 255620.

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Please post your completed application forms to:

**Small Change  
External Funding Unit  
7th Floor, St Peter's House  
Gower Street  
Derby, DE1 1SB**

We can accept email applications if electronic signatures are used and all additional information required is sent in electronic format to [external.fundingunit@derby.gov.uk](mailto:external.fundingunit@derby.gov.uk).

We can give you this information in any other way, style or language that will help you access it. Please contact us on 01332 255620 Minicom 01332 256900

Hindi

हम आपको यह जानकारी किसी दूसरे तरह और ढंग से या दूसरी भाषा में भी दे सकते हैं जिससे आपको इसे प्राप्त करने में मदद मिल सकेगी। कृपया हमसे इन नंबरों द्वारा संपर्क कीजिए 01332 255620  
मिनीकॉम 01332 256900

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم  
01332 255620 منی کام 01332 256900 پر ہم سے رابطہ کریں۔

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ,  
ਜਿਹੜੀ ਇਸ ਤੱਥ ਪਹੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ  
01332 255620 ਮਿਨੀਕਾਮ 01332 256900 ਤੇ ਸੰਪਰਕ ਕਰੋ।

## Small Change Grant Application Process



Please remember to allow enough time for our decision to come through before your activity starts. It takes up to 3 months for a decision from the date that we receive your complete application.