

Grants 4 Your Community

Introduction

Like most businesses, Grand Union Housing Group (GUHG) receives requests from local community groups and projects for grants and sponsorship. This procedure provides the framework for dealing with such requests.

Objectives

The objectives of this procedure are to:

- improve community spirit, quality of life and actively involve GUHG customers
- support fundraising initiatives that benefit GUHG customers and the communities in which they live or work
- raise the profile of social housing and the importance of housing in people's lives
- raise the profile of GUHG and create goodwill

Relevant policy

N/A

Other source documents

Community Investment Strategy
Equality, Diversity & Customer Care Policy
Financial Regulations
Grants 4 Your Digital Community
Standing Orders

Procedure and general guidance

Ideally the Grants 4 Your Community fund will help support those community-based projects and groups that can demonstrate the biggest impact on GUHG customers and must fall within at least one of the following categories:

- Financial inclusion
- Health & wellbeing
- Social inclusion
- Employment & volunteering
- Skills training

- Digital inclusion

Criteria

The criteria for grant applications are as follows:

- They are a GUHG customer or community group operating within the GUHG operational patch and benefitting GUHG customers (*if the applicant is under the age of 18, an adult referee is required*).
- They can demonstrate that the project / group / organisation will benefit GUHG customers and the wider community.
- Each application can be up to £500.00 maximum and must also show all other funding, whether requested or achieved.
- They must be prepared to make a short, five minute presentation to the Residents' Voice, if requested to.
- The project / group / organisation must have a bank account (not in an individual's name).
- They cannot receive more than one grant award in any 12 month period.

Procedure

- All applications must be made on the Grants 4 Your Community application form, which is available from a member of the Community Investment Team at GUHG or on the GUHG website

<https://www.guhg.co.uk/support/grants-4-community/>

- Evidence must be provided to show how the award will directly benefit / support GUHG customers
- Only fully completed application forms will be accepted. Incomplete forms will be returned with the missing information highlighted
- Applications must be received by midnight on the published closing date for each round of grant bidding. If the application is received after the closing date, the applicant will be advised and the application "rolled over" to the next round
- All applications received by the deadline will be initially checked to ensure they have been completed in full and meet the Grants 4 Your Community criteria by the Community Consultation Officer (CCO)
- Completed application forms which meet the criteria will be sent to Residents' Voice committee members with a covering report in advance of each meeting, for each member to give their views via email to the CCO. A verbal report will be provided at each Residents'

Voice meeting outlining the awards granted, based on members feedback

- The Residents' Voice has the power to make a full, partial or no award based on whether each grant application meets the Grants 4 Your Community criteria
- The Residents' Voice will have the ultimate power of veto on grant awards
- All properly made applications will be considered, regardless of the monetary scale of the project.
- Payment for all approved grants will be made via the BACS payment system by GUHG

Monitoring Awards

- The CCO or a member of the Residents' Voice will attend the group or project where publicity photographs will be taken
- No later than six months subsequent to the grant award, receipts must be submitted to the CCO for all expenditure. The CCO will scan the receipts into an electronic file and return the originals
- Twelve months subsequent to the grant award, the CCO will visit the project / group / organisation and take photo's for publicity purposes
- The CCO will produce a report for the Residents' Voice detailing the spend to date, including photographs of cheque presentations
- The CCO will produce an annual financial breakdown of all grants made within that financial year

Person responsible for review: Sasha Childs

Date of review: October 2019

Date of next review due: October 2021