

# Frequently Asked Questions

## Eligibility Criteria

### **Can I apply for a grant if I received one last financial year?**

The criteria have changed regarding frequency of applications for 2025-26. Organisations are now generally ineligible to receive funding more than once within a 24-month period. Exceptions to this rule include applications that align with special priority criteria set by the panel:

- Capital Green Grant applications
- Warm Space initiatives or other urgent cost-of-living support projects (Revenue grant)
- Support for organisations affected by significantly high energy or fuel costs (Revenue grant)

Organisations can still only apply for 'one grant at a time'. So, if you received a Capital Grant in 2024-25, and you would like to apply for a Capital Green Grant during 2025-26, you must complete your 2024-25 project before you apply again. This means that you must finish expenditure on a grant and submit your end of grant monitoring form and all proof of expenditure before you are eligible to apply again, even if a new financial year has started.

The only exception to this relates to applications for a Revenue Grant towards the costs of running a Warm Space. A further application may be made by an organisation for this purpose only during grant rounds two or three.

### **Can I apply for two different types of grant in the same round?**

No, you may only make one application at a time. Your application will be considered for any of our grants against which it meets the criteria.

The only exception to this relates to applications for a Revenue Grant towards the costs of running a Warm Space. Two applications may be made by an organisation in the same round (rounds two or three) if one relates solely for the purpose of running a Warm Space and the organisation meets the frequency criteria (see previous question).

### **Can I re-apply if I am unsuccessful?**

If your application is unsuccessful, you can re-apply to the scheme during the same financial year for the same or a different type of grant if your organisation meets the frequency criteria. The Funding and Awards Officer will tell you why your application was unsuccessful. Depending on the reason, you may need to alter the original application rather than simply re-submit it. It is a good idea to discuss this with the Funding and Awards Officer to help improve your chances of success in a later grant round.

### **Can I still apply for a community grant if my project does not meet the special priority criteria relating to high fuel/energy costs or the cost of living?**

Yes. Whilst we will prioritise applications relating to these criteria, the scheme is still open to applications across all grant categories and for all projects that meet the criteria. We would encourage you to apply.

### **Our organisation is based outside the district, can we still apply to the scheme?**

Organisations that are geographically based outside of the district can still apply to the scheme as long as Blaby district residents will benefit from the grant-funded project you are proposing. For example, specialist organisations that have a county-wide remit. Your application must specify how many Blaby district residents will directly benefit from your proposed project and what proportion this represents of all your service-users. It is strongly recommended that you include information in the application form about any other district/borough councils you have approached or secured funding from.

### **We are a new group and don't have any accounts yet, can we still apply?**

Yes. You will need to be set up with proper governance arrangements in place, such as a bank account for the organisation, governing document, committee and appropriate policies. If you are a new group that has been established less than a year, we do not expect you to have a formal set of accounts. It would be useful to have some form of financial plan or forecast in place to provide if requested.

### **Can Parish/Town Councils and schools/academies apply to the scheme?**

Parish and Town Councils, Schools, Academies and Academy Trusts can no longer apply to the scheme. Formally constituted PTA or other related fundraising groups can still apply for extra-curricular activities or projects of wider community benefit. The grants panel will not fund anything that they deem statutory provision or a cost that should be met through the education budget.

### **Can churches apply to the scheme?**

Yes. Churches or other faith organisations can apply to the grants scheme but only for either capital grants relating to distinct community spaces/halls open to the whole community, or revenue grants that relate to community events/activities open to all, irrespective of faith. For example, we have funded capital improvements to church halls that are used by wider community groups, or helped with running costs for activities open to the whole community, such as a Warm Space. All other eligibility criteria must also be met, including provision of appropriate governance documents.

### **We have quite a lot of money in our bank accounts. Can we still apply?**

Yes. All applicants must provide comprehensive financial documents, including statements for all bank or savings accounts held in the organisation's name, as well as the most recent set of accounts to show all sources of income, including funding from other grants or sponsorship. All applicants, regardless of their level of funds, must explain why they need to apply for a grant. Applicants must also explain how their project and organisation will be sustainable in the future. The panel will evaluate all of this information as part of their decision-making process.

## **Project Costs and Budget**

### **What is the difference between capital and revenue costs?**

It is not always easy to know what counts as capital or revenue expenditure or costs. Hopefully this broad guide will help.

A **capital cost** is expenditure relating to the purchase or construction of a fixed asset (land, building, vehicle, equipment) or enhancement of an existing asset. Capital expenditure is usually substantial and improves the value and life expectancy of existing assets. Examples might include:

- Purchase of new items of equipment or machinery that are expected to last a long time
- Extension to a building or remodelling to make a building fit-for-purpose
- Large scale refurbishment of the interior to a community building
- Enhancements or upgrades to facilities, for example, double-glazing installation, lift/ramps
- Replacement of integral features such as central heating/boiler, lighting
- Installation of permanent outdoor features, such as development of a community garden or new play equipment, youth shelter
- Development of a new website

For all large capital grant applications, including the green capital grant, your match-funding must also relate to capital expenditure on the project. We will only count professional fees relating to a capital project that have not already been paid for at the time a grant is awarded.

A **revenue cost** is generally defined as an operating expense: the day-to-day costs to run your organisation. They tend to have a short life span of up to a year. Examples might include:

- staff costs or volunteer expenses
- insurances
- software licences
- venue hire
- membership or affiliation fees to a governing body
- 'overheads' such as rent or utility bills
- Resources to run activities or groups
- Marketing materials

There are some revenue costs that we do not fund under our grants programme. These are specified in the main guidance notes and include: stand-alone professional fees and day-to-day maintenance and repairs. We expect organisations to be financially sustainable enough to meet these kinds of costs through good governance and planning.

If you are unsure what costs can be included in your grant application, please contact the Funding and Awards Officer for further advice at [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk) or by calling 0116 272 7566.

### Can we use volunteer time as match funding?

Volunteer hours can be counted for up to half of the match-funding required and no more than £2000 (whichever figure is lower) **for large capital and green capital grants only**. This can only be used where the volunteers are specifically carrying out work that would otherwise be paid for to complete the project, such as a volunteer that carries out painting work as part of a refurbishment project. General volunteer hours at your organisation cannot be counted as match-funding. Volunteer hours are calculated at £10.00 per hour.

### How do I show match funding including volunteer hours in my budget?

Volunteer hours should be shown in both your project expenditure and income breakdown. The following example is for a large capital project costing £5000 in total to install a new accessible toilet at a sports club. Two club members are volunteering their time to do some of the tiling and painting work required as part of the project.

#### Project Expenditure:

Item description	Amount	VAT Amount	Amount grant will cover
Toilets R US – purchase of and installation of fittings and all plumbing works	£4840.00 (inclusive of VAT)	£806.67	£2500.00
16 hours of volunteer time: two members over 2 days for 8 hours per day	£160.00	00.00	00.00
Total	£5000.00	£806.67	£2500.00

#### Project income

Description	Anticipated	Confirmed
Blaby District Council grant	£2500.00	
16 hours of volunteer time		£160.00
Contribution from Club funds		£2340.00
Total	£2500.00	£2500.00

## Application Process

**Who can I speak to about an idea I have for a grant proposal?**

If you would like to talk through your grant proposal, please contact our Funding and Awards Officer who will be happy to help you. Please email [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk) or call 0116 272 7566.

Our Net Zero Programme Delivery Officer is also available to talk through ideas you may have and offer advice about a Green Grant application. Please email [nick.fear@blaby.gov.uk](mailto:nick.fear@blaby.gov.uk) or call 0116 272 7605.

**How will I know if you have received my grant application?**

If you apply using our online form you will receive an email confirmation and reference number if your application has been submitted successfully. Please check your junk email folder if it does not arrive in your mailbox. If you apply via email or post, the Funding and Awards Officer will always acknowledge receipt of your application within a few working days. If you do not receive an acknowledgment it may mean that your application has not been received so we recommend that you contact the Funding and Awards Officer in order to resolve the situation before the grant deadline.

**When will I find out if my grant application has been successful?**

Applications to our main grants programme are assessed by a panel. The panel usually meet within two weeks of the grant deadline. The Funding and Awards Officer will notify you of the outcome as soon as possible after the grant panel meeting has taken place and within one week at the latest. If there is going to be any delay the Funding and Awards Officer will contact you in advance.