

Small sparks grant guiding principles

Introduction

Small sparks grants support local people and community organisations to implement ideas that benefit their community by using an asset-based community development (ABCD) approach.

It is a shared investment of £50,000 from the South Gloucestershire Prevention Fund, NHS healthier with nature programme and the South Gloucestershire Locality Partnership.

These guiding principles have been agreed to provide a transparent, accountable and consistent process for groups to apply for this funding.

The grant available: £100 to £500

Fund allocation

The budget for small sparks grants is £50,000.

Grants will be subject to the availability of funds.

There is no guarantee that the same, or any, budget provision will be available in subsequent years.

Grants are unlikely to be approved if there is already substantial provision of the proposed activity in the locality.

Grants must be spent within 12 months of receipt.

Exclusions and restrictions

Grants cannot be made to individuals, businesses or 'for profit' organisations.

Grants cannot be made for activities that should be funded as a part of statutory provision.

Applications will not be considered from schools or academies, but applications may be considered from associated organisations, such as Friends groups, if they can demonstrate and provide evidence of their operational independence.

Grants cannot be made for political purposes or gain.

Grants cannot be made that fuel or support any radical or terrorist activity or to any proscribed organisations.

Grants cannot be made for projects that have already taken place.

Applicants may not apply for the same project within a 6-month period.

Small Sparks projects, including ones already funded, can only be funded twice.

Grants cannot be made for salary costs of paid staff.

How grants can be used

Grants can be used to fully fund or part fund local community projects, events or activities.

Some examples of what small sparks grants can be used for include:

- refreshments, materials or administrative costs for a community group
- room hire for a community activity
- equipment or activities costs
- engagement or feasibility work to support local projects

Insurances, licences and notices must be in place prior to any funded community events.

Applying for funding

Small sparks grants are aimed at supporting activities led by grass roots community groups and small VCSE organisations.

Applicants must demonstrate how the proposed project aligns with the principles in the [ABCD framework for South Gloucestershire](#). This framework contributes to the priorities and aims within the [Council Plan 2024 to 2028](#).

Before making an application for a grant all organisations must [register with the grants online system](#) and have their account details approved.

It is the responsibility of the organisation to maintain registration details online.

Informal groups that are not formally constituted and with a minimum of 4 people involved, may apply in partnership with an umbrella organisation already registered with us (such as a town/parish council for support with financial mechanisms and advice). There must be an agreement in place with the umbrella organisation.

Decision making

Applications for small sparks grants will be assessed by a small panel on a fortnightly basis. We aim to notify applicants of the outcome within 4 weeks of receiving the application.

The award notification will be sent to the registered applicant.

There will be no process for appealing against the panel's decision.

Public record keeping

Information on all allocated grants are published on the [open data page](#) to meet the council's legal obligations under the local government transparency code.

Payment

Grant payments will be made within 5 to 10 working days of the grant approval notification, subject to funding conditions being met.

Grants will not be paid until the registration requirements have been met by the applicant organisation.

If the grant is match-funding for a larger project, the applicant must provide proof of other sources of funding in advance of the release.

Monitoring of delivery

The spend of the grant money will be subject to monitoring and audit.

If a project or activity does not go ahead, or the money is used for a purpose other than that originally agreed, the funding will need to be repaid.

Contact information

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