



## Platinum Jubilee Fund Guidance

Melton Borough Council's Platinum Jubilee Small Grants Scheme is designed to support communities across Melton celebrate Her Majesty the Queen's Platinum Jubilee in 2022.

A fund of £7000 is available to support a range of community projects as part of the Platinum Jubilee celebrations. Eligible community groups, charities and parish councils organising events and projects can apply to this fund for financial support to help make their local celebrations a success. Applications of between £70 and £700 are welcomed.

We expect there will be a high level of demand and unfortunately, we won't be able to fund every request, but we know that a small amount of funding can make a big difference to delivering projects and initiatives in local communities and we look forward to seeing what comes forward through this scheme. We particularly welcome applications where there is some match funding in place to help the available funds go further.

### How to apply

To apply for a grant please complete the Grant Application Form for this fund. The application form can be completed electronically and submitted to us by e-mail or post.

You can download the application form from our website:

<https://www.melton.gov.uk/>

Please submit your completed application form by e-mail or post.

E-mail: [communitygrants@melton.gov.uk](mailto:communitygrants@melton.gov.uk)

Post: Community Policy Officer  
Melton Brough Council  
Parkside  
Station Approach  
Burton Street  
Melton Mowbray  
Leics LE13 1BF

If you require any assistance in completing an application form, please contact us.

### Closing Dates for applications

The final closing date for applications is Sunday 24th April 2022. You can apply at any time whilst the fund is open, but please ensure your application reaches us by the deadline of 11:59pm on 24<sup>th</sup> April 2022. The panel will consider applications in line with the grant criteria, and in the event that the fund is oversubscribed, the panel will review eligible applications in date order.



### **Grant amount available**

There is £7000 available to fund projects through the Platinum Jubilee Small Grants Scheme. The maximum grant available is: £700

The minimum grant available is £70

We can fund up to 100% of the project costs. We welcome applications where there is some match funding in place to help the available funds go further.

**Payments to successful organisations will be made week commencing 2<sup>nd</sup> May 2022.**

### **Criteria for this scheme**

The following are the key criteria for a Platinum Jubilee Grant:

- Your project should demonstrate how it will celebrate the Platinum Jubilee
- Your project must be for wider community benefit
- All grants will be a one-off grant with no on-going funding support
- Projects must not contravene any Council policies, procedures or strategies
- Projects must be delivered within the Borough of Melton
- Applicants can only apply to this fund once

### **Applicants will need**

- Constitution or similar governing document
- Bank account in the same name as the organisation
- Any additional supporting documents requested by us prior to making an offer

**This grant can be spent on things that will help celebrate the Platinum Jubilee such as:**

- Equipment hire or purchase
- Community facilities or resources
- Environmental improvements
- Revenue costs of delivering a project

The above are examples and are not an exhaustive list of what the grant can cover.

### **What this grant CANNOT be spent on**

- Anything illegal
- Support to lobbying or campaign groups



- Anything that will bring the Council into disrepute
- Anything party political, including supporting political organisations
- Anything contrary to the Council's policies, procedures, or strategies
- Anything that an organisation or local authority has a statutory obligation to deliver

The above are examples and are not an exhaustive list of what the grant cannot cover.

### **Eligible organisations**

- Registered charities
- Constituted community groups
- Parish Councils
- Town Councils
- Social Enterprises (e.g. CIC's)
- Faith or Belief groups/organisations\*

\* Projects delivered by these organisations must be for the wider community benefit and not to support normal school activity or to promote any faith or religion.

### **How we make funding decisions**

We will check your completed application against our eligibility criteria and review your request using the following process:

#### **Phase A – Initial Checklist**

We check eligibility and that the application form has been completed correctly

#### **Phase B – Panel Review**

Our panel for this grant scheme make a final decision on whether to offer funding.

Our Jubilee Grants Panel consists of portfolio holder and relevant officers from within Melton Borough Council appointed to the panel.

### **Freedom of Information Act**

All grants that we make are subject to the Freedom of Information Act 2000 and any subsequent amendments. Therefore, any information regarding a grant we award may be provided to any individuals or organisations requesting information under the requirement of this Act.

### **END OF GUIDANCE NOTES**