

MPP Small Grants Fund Application Guidelines



About the Grant

- **What is the MPP Small Grants Fund?**

This is a new grant fund made available by the Manhood Peninsula Partnership (MPP) to residents and groups across the Manhood Peninsula. The fund has been created to help address specific local issues and/or support local schemes and initiatives adding value to drainage work, access routes, and the creation/protection of natural habitat, including coastal or freshwater, on the Manhood Peninsula.

- **What can be funded?**

This scheme will fund applications for one-off projects or schemes. We expect applications to be rural or coastal in flavour and to reflect local priorities within the community. Projects must be able to demonstrate a relationship to the natural environment either inland or on the coast. We will look for applications demonstrating broad community level support.

Projects are welcomed from locations in the following Manhood Peninsula parishes: Apuldram; Birdham; Donnington; Earnley; East Wittering & Bracklesham; Hunston; North Mundham; Selsey; Sidlesham; West Itchenor; West Wittering.

Suitable themes for projects include adding value to drainage and flood relief work that WSCC or other parties might carry out such as:

- improved access to the peninsula environment by creating or enhancing routes and paths.
- environmental enhancements such as tree planting, hedge planting, pond refurbishment and projects to benefit wildlife.
- green transport initiatives.

Grants will forward fund projects, and can be used as match funding to attract grants from other sources. However if monies remain unspent by the specified deadline, 1st September 2015, they must be returned to the Manhood Peninsula Partnership.

- **What can't be funded?**

- Grants are only for new projects, and will not support existing projects
- It is unlikely that a request for repeat funding will be successful. Whilst we want to encourage as many schemes as possible, this fund is not appropriate for recurring funding for an ongoing project
- We will not award grants to applications made for work that has already happened.
- Staff costs won't be funded. Office overheads won't be funded.

- **Who can apply?**

The MPP Small Grants Fund is intended to support groups of residents, volunteers and charitable organisations who wish to get involved in raising awareness of issues affecting the environment in their neighbourhood; therefore applications are welcomed from a range of sources.

- Community based groups – for example, tenants groups, resident or community associations, Parish/Town Council or Parish Plan Action Group, Parent Teacher Associations, environmental groups.
- Partnerships with a community element
- Established charitable groups/organisations – are eligible to apply for specific area based work, but there may be other more appropriate grant streams offered by public bodies to support the core activities of these groups.
- You don't have to be a formal constituted organisation to apply to the MPP Small Grants Fund. In order to encourage people to get involved, we will accept applications from local people who affiliate themselves to a constituted group willing to receive and manage the grant on their behalf (so you could approach your Parish Council or established charity to be your official "supporter" organisation)

- **Who can't apply?**

Applications from public bodies such as Chichester District Council or West Sussex County Council will not be eligible.

- **Size of Grant?**

The grants will be limited to a maximum of £3,000.

- **Do I need to produce reports as part of the project?**

Interim project statements will be required during the project. A **brief final report** will be required **on completion** of the project. Interim statements and final report need to include a financial breakdown showing how money has been spent.

Producing interim project statements and a final project report are a condition of being awarded a grant. Should a grant recipient fail to produce reports when requested the full grant awarded will have to be returned to the Manhood Peninsula Partnership.

- Interim project statements are expected by as appropriate or as agreed with the MPP Project Officer. These should be no more than a single side of A4 paper.
- All grant money should be spent or allocated and final reports submitted, by 1st September 2015. Please include digital photographs on CD with the final report to show how your project progressed.
- However if monies from MPP Small Grants Fund remain unspent by 1st September 2015, they must be returned to the Manhood Peninsula Partnership.

About Applying

- **How to apply?**

Complete the short application form which can be downloaded from:
Manhood Peninsula Partnership website www.peninsulapartnership.org.uk
Chichester District Council website www.chichester.gov.uk
or sent to you on request.

Please return the form and supporting documents by email (preferred) or post to Jane Cunningham, MPP Project Officer:

Email: jcunningham@chichester.gov.uk

Post: Jane Cunningham, MPP Project Officer, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY.

- **There are two decision-making routes for applications:**

- There is a fast-track process for applications for under £1,000 you can submit a completed application at any time and normally expect to hear the outcome of your bid within **10 working days from receipt**.

- Grants for £1,000 - £3,000 are decided by the MPP Small Grants Fund Panel and may take up to 20 working days from receipt of application.

- **Do I need to supply any other information with the application form?**

Grants are paid upfront based upon sufficiently detailed costs and quotes as appropriate. Costs and quotes should be supplied with the application form.

- **Contacts:**

At any point in the application process you can contact us for help or information:

Phone: 01243 521091

Email: jcunningham@chichester.gov.uk