

Appendix 3

North West Leicestershire District Council

Legacy Grants Programme – Guidance for Applicants

Introduction

North West Leicestershire District Council is committed to supporting vibrant, inclusive and resilient communities. Across the district, voluntary and community organisations play a vital role in improving wellbeing, reducing isolation, creating opportunities for young people and strengthening local places.

The Legacy Grants Programme provides financial support to local organisations delivering projects that benefit residents of North West Leicestershire. The programme focuses on funding projects that respond to local need, demonstrate clear community benefit and offer good value for public money.

This guidance explains who can apply, what we can fund, how to apply and how funding decisions are made.

What funding is available?

The Legacy Grants Programme has **two funding strands**:

Revenue grants – up to £25,000

Revenue grants support **activities and services**, rather than buildings or major equipment. They are designed to help community organisations run projects that are time-limited and outcome-focused.

Funding can be used for costs such as:

- Running community activities or events
- Session-based staff or facilitator costs
- Venue hire
- Volunteer expenses
- Outreach, engagement and promotion costs
- Small items of equipment needed to deliver an activity

Revenue grants cannot be used to cover an organisation's ongoing general running costs or to pay for work that has already taken place.

Capital grants – up to £250,000

Capital grants support **physical improvements and long-term assets** that will benefit the community for a number of years.

Funding can be used for:

- Improving community buildings (including accessibility improvements)
- Energy efficiency and carbon-reduction works
- Community play areas, outdoor spaces or sports facilities
- Large items of equipment with a long lifespan

Capital funding cannot normally be used for day-to-day maintenance or short-term repairs.

For larger capital projects, we will normally expect organisations to contribute funding from other sources.

Who can apply?

Applications are welcome from:

- Registered charities
- Community interest companies (CICs) with an asset lock
- Charitable incorporated organisations (CIOs)
- Constituted voluntary and community groups
- Social enterprises
- Parish and town councils

Where we will not provide financial support:

- Request for funding after the activity or project has taken place
- Funding requests from schools and Parent Teacher Associations**
- Requests for funding for religious activities
- Requests for funding for political activities or by a political organisation
- Requests for funding for activities / projects which do not benefit individuals who live in North West Leicestershire
- Requests for funding from private organisations or individuals
- Where there is potential reputational risk for North West Leicestershire District Council.
- If you have already received a NWL Community Lottery grant this year

**Parent/Friend Associations of schools and academies may apply where properly constituted independently from the school and where all other criteria are met.

To apply, your organisation must:

- Be based in, or actively working within, North West Leicestershire
- Benefit residents of North West Leicestershire
- Have a constitution or formal governing document

- Have a bank account in the name of the organisation

If your project involves children, young people or vulnerable adults, you must have appropriate safeguarding policies in place.

What are we looking to fund?

We are looking to fund projects that:

- Address a clear local need
- Make a positive difference to people in North West Leicestershire
- Are inclusive and accessible
- Are realistic, well planned and deliverable
- Offer good value for money

Priority will be given to projects that support one or more of the following:

- Reducing loneliness and strengthening community connections
- Improving physical or mental health and wellbeing
- Providing positive activities and opportunities for children and young people
- Promoting equality, inclusion and access for people facing barriers
- Supporting environmental improvement or climate action
- Encouraging volunteering and community involvement

Projects should complement rather than duplicate existing services.

What won't be funded?

We cannot fund:

- Individuals
- Activities that have already taken place
- Party-political activity
- Religious activity that promotes a faith
- General running costs not linked to a specific project
- Routine maintenance or repair costs (capital grants)

How to apply

The Legacy Grants Programme runs **two application rounds each year**.

Application forms and guidance will be published on the Council's website when a round opens. We strongly encourage groups to read this guidance carefully before applying.

For **revenue grants**, organisations will complete a single application form.

For **capital grants**, larger projects may be asked to submit an initial expression of interest, followed by a full application if shortlisted.

Support will be available through guidance notes, webinars and, where possible, pre-application advice sessions.

How will applications be assessed?

All applications are assessed in a fair and transparent way against published criteria.

Revenue grant assessments focus on:

- Evidence of local need and community benefit
- Clear and achievable outcomes
- Inclusion and accessibility
- Value for money
- Ability to deliver the project

Capital grant assessments also consider:

- Long-term benefit to the community
- Readiness to deliver (permissions, quotes, timescales)
- Match funding and sustainability
- Future running and maintenance costs

Assessment is proportionate, meaning larger grant requests are subject to more detailed checks.

How are decisions made?

Grant decisions are made by in accordance with the Council's governance arrangements.

Officer assessments and scoring are considered alongside local knowledge and available funding. Support from a councillor does not guarantee funding.

For the largest capital grants, recommendations may be referred to Cabinet or another formal decision-making body.

Payment, monitoring and reporting

Successful organisations will be required to sign a grant agreement setting out the conditions of funding.

Payments may be made in stages, especially for capital projects. All funded organisations will need to provide evidence of how the money has been spent and what difference the project has made.

Reporting requirements are kept proportionate to the size of the grant.

Transparency and feedback

All grants awarded through the programme will be published on the Council's website.

If your application is unsuccessful, you will be offered feedback to help you strengthen future applications.

Need help?

If you are unsure whether your project is eligible or need help with your application, support information will be available on the Council's website when each funding round opens.

Final note to applicants

The Council values the passion, commitment and insight of our community organisations. We encourage applications from a wide range of groups, including those who may not have applied for council funding before. If your project makes a positive difference to the people of North West Leicestershire, we want to hear from you.