



Bassetlaw Community Grants

Frequently Asked Questions

1. Who can apply for the community grants?

- Registered charities
- Charitable Incorporated Organisations (CIO)
- Community Interest Companies (CIC) limited by guarantee (and have charitable objectives)
- Community Benefit Societies (Bencom)
- Constituted Community Groups

Un-constituted Community Groups or small groups with no formal constitution will not be eligible to apply however, we are still interested to hear from you and will be able to provide wider support. Please email communitygrants@bcvs.org.uk for more support and guidance from BCVS.

2. I am interested in applying, what do I need to do?

- a. Applications are via Plinth
(<https://app.plinth.org.uk/application/ZJn9up2b4w6oNQQi9Dzt>)
- b. If you do not have a Plinth account, you will be directed to create an account first

3. My group is not registered in Bassetlaw, but the project is being delivered in Bassetlaw, am I still eligible?

Organisations must have a registered or trading address in Bassetlaw and projects must be delivered within Bassetlaw. In exceptional circumstances, projects without either a registered or trading address within Bassetlaw May be funded for projects to be delivered solely in Bassetlaw. This will be on a case-by-case basis.

4. How much can I apply for?





This fund has two separate grant streams: Capital and Revenue.

The details of indicative fund allocation are explained below:

Revenue: £3,000 Minimum - £8,000 maximum.

Capital: Up to £8,000 maximum.

Therefore, if applying for both revenue and capital: up to a maximum of £16,000

If you have any questions about this, please email communitygrants@bcvs.org.uk

5. If our application is successful, will we receive the full amount we applied for?

Your application will be assessed by the grants panel, and you will either be awarded the full amount or an amended amount, depending on the outcome of the panel's decision. The funding amounts may be with conditions, which will be outlined and explained to you, and this will need to be actioned throughout your contract period to support the continued payment of funds.

You will receive a payment schedule with your Service Level Agreement (SLA), which will outline what the payments are and when you should expect to receive them. The payments will be broken down into 3 payments over the 6-month period. You must ensure that your project(s) continues to run throughout the 6-month period and not cease / put on hold waiting on payments to arrive. A retention fee will be held until successful project completion.

6. Do you provide feedback on unsuccessful applications?

Yes, if your application is unsuccessful, we will provide feedback on request, as to why your application did not meet the criteria required.

7. Is there an appeals process?

There is no appeals process. All decisions made are final.

8. Is the application/guidance available in alternative formats/languages?

If you require the guidance or application in another language or format, please let us know and we will arrange this for you if possible.

9. Will the fund be open for applications next year or is this the only chance to apply?

It is expected that there will be only one round of funding.





10. Can anyone help us fill in the application form?

There is some online guidance that may be of use to you, here are some links:

NCVO - <https://www.ncvo.org.uk/help-and-guidance/funding-income/all-about>
<https://www.ncvo.org.uk/help-and-guidance/funding-income/all-about-grants/writing-your-application/grants/writing-your-application/#/>

We can give you some guidance on whether your project idea meet the criteria, but we would not be able to help you write your application.

We will direct you to wider BCSV support teams if your organisation needs wider group development support to build capacity to apply.

11. What evidence do I need to send with my application?

The Application submission must include:

- Bassetlaw Community Grant Funding Application Form;
- Bassetlaw Community Grant Budget and Performance Profile;
- Policies including Health and Safety, Safeguarding, Equity and Diversity, Sustainability, Data Protection;
- Insurance certificates as specified in the application.

In addition, please email **one** of the following to support your application:

- A copy of audited accounts for the last two years;
- A statement of the turnover, profit and loss account (income statement), balance sheet (statement of financial position), and statement of cash flow for the most recent year of trading for this organisation;
- Alternative means of demonstrating financial status if any of the aforementioned are not available, such as a forecast of turnover for the current year and a statement of funds provided by the owners and/or the bank, charity accruals accounts, or another method.

NB: Please do not include any other attachments or links as these will be disregarded in scoring processes

13. What will not be funded?

Please see 'Guidance for Bassetlaw Community Grants'

14. We are a faith-based organisation, can we apply?





Yes, faith-based organisations that are also constituted community groups can apply but the project being delivered cannot be religious or promote one or more faith.

15. What does the fund cover in terms of capital and revenue? What is the difference between capital and revenue costs?

A capital cost is expenditure relating to the purchase or construction of a fixed asset, (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 over £5,000 that is expected to last over a minimum of 3 years
- 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 or app

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 licenses
- venue hire
- membership or affiliation fees to a governing body
- ‘overheads’ such as rent or utility bills
- Grounds or pitch maintenance





- Day to day repairs or minor works to maintain an asset in its current state

16. When will we find out if we have been successful?

We will contact you the week commencing 7th July 2025 to inform you of the outcome.

17. If we are successful, when will we receive the funds?

When you receive the news that your application has been successful you will be given an approximate date for the release of funds to you, this will be within 4 weeks subject to all requested documentation being returned to BCVS and quicker where possible. We therefore suggest you factor this into your timeline and planning. The payment schedule will be shared with you within the SLA, which will identify when and how much of the funds will be received. Your project(s) needs to be active during your contract period and not be on hold / cease awaiting funds to be received.

