



CHESTERFIELD
BOROUGH COUNCIL

Community Grants Fund Guidance

2025 - 2026

Contents

Contents.....	2
1 Introduction	3
2 What type of projects can be funded?	4
3 What type of projects or activity cannot be funded?.....	6
4 Evidence of Need	7
5 Beneficiaries	8
6 Outcomes	9
7 Who can apply?.....	10
8 How much funding is available?	11
9 How to apply	12
10 How will applications be assessed?.....	13
11 Appendices	16
Appendix A – UK Shared Prosperity Fund (UKSPF)	16
Appendix B – Community Infrastructure Levy (Neighbourhood Portion)	17
Appendix C – Areas of deprivation.....	20

1 Introduction

- 1.1 As part of our vision around “Making Chesterfield a thriving borough” and “Improving quality of life for local people” Chesterfield Borough Council has extended the Community Grants Fund.
- 1.2 Through the Community Grants Fund, we would like to: fund community led approaches to addressing local needs and aspirations, increase community infrastructure within the borough, increase resilience within the voluntary and community sector, and enable increased opportunities for volunteering.
- 1.3 Funding will be directed towards areas of the Borough with specific needs, in particular, deprivation issues.
- 1.4 The main themes of the Community Grants Fund, and the types of projects we aim to fund are those which:
 - Strengthen the sense of local pride and belonging.
 - Build resilient, healthy, and safe neighbourhoods.
 - Promote environmental sustainability: support for community-driven projects which aim to increase the environmental sustainability of their community through reducing emissions/environmental impact, creating positive benefits for the community and improving the quality of the local environment.
 - Develop volunteering opportunities.
 - Support work readiness and getting into work.
 - Help organisations to expand their reach into different areas of the borough or new groups of people.
- 1.5 The Community Grants Fund includes funding sourced from the UK Shared Prosperity Fund (UKSPF) and the Community Infrastructure Neighbourhood Portion (CIL). We have tried to make it easier for groups to apply for the funding by using a single application process under the Community Grants Fund.
- 1.6 You can find further information about each specific funding source in the appendices. There are different requirements for the two funding sources, but don't worry about which funding your project is best suited to, your Community Development Worker will support you to complete your application, and also review completed applications to decide which grant programme/s would be most appropriate for your project.

2 What type of projects can be funded?

- 2.1 Grant funding can fund both capital and revenue projects, although there are limited amounts of each kind of funding.
- 2.2 Capital funding can be used to purchase new assets, or the significant refurbishment of existing assets. Assets are expected to have a wider community benefit and to have an expected lifespan of at least 5 years.
- 2.3 Revenue funding can be used to put on events, performances and run activities, pay for training sessions, provide practical advice and guidance through workshops, equipment, small scale refurbishment, project activities etc.
- 2.4 Our aim is to not be too prescriptive of the type of projects which can be funded, however, they must contribute to at least one of the themes set out in 1.4.
- 2.5 CIL Neighbourhood funds can be used for “the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.” This allows a broad range of potential projects for communities to develop which could include (but is not limited to):
- Environmental improvements – e.g. tree planting, open space improvements
 - Street furniture
 - Equipment for a community group
 - Provision of more facilities for the community
 - Projects that are beneficial to a local area
 - Projects that contribute to broad community benefit
- 2.6 We are particularly interested to hear from applications that are climate related.

Climate Change is a major long-term shift in the Earth’s weather patterns. While there are many natural factors that affect the climate, scientists agree that human activity (mostly burning fossil fuels) is the main cause of the changes we are experiencing.

The expected changes in the climate are likely to result in a local increase in the frequency and severity of floods, droughts, and heatwaves. The effects are likely to disproportionately affect the most vulnerable in our society, particularly residents in areas of high deprivation, the disabled, young children, and the elderly.

The council declared a climate emergency in July 2019 and has developed a Climate Change Strategy to guide the council to become carbon neutral by 2030. A goal has also been set for Chesterfield to become a carbon neutral borough by 2050. Chesterfield communities are being encouraged to take measures to reduce carbon emissions to support the borough in tackling the climate emergency.

Applications for projects which have a strong positive climate impact will be considered for additional climate change related scoring as shown in the scoring criteria.

Climate Project Examples for Community Grants Fund

Types of climate change applications that we would particularly welcome include projects that clearly reduce carbon emissions and projects that engage communities on climate change.

Projects that reduce carbon emissions could focus on decreasing fossil fuel reliance or improving energy efficiencies. Community engagement projects might include organisations hosting specific climate events, training or awareness raising activities with a clear and measurable climate focus.

Some example projects include, but are not limited to:

- Reducing reliance on car use; promoting and supporting walking, cycling and low carbon travel.
- Developing community gardens with a focus on growing your own fruit and vegetables.
- Waste minimisation, improving recycling rates, reduction of food waste, or facilitating item repair / reuse / upcycling.
- Installation of energy efficiency measures or renewable energy technologies at community buildings or facilities (e.g. solar panels / heat pumps/ green roofs / composting toilet).
- Projects intended to reduce material consumption through lending schemes, or support for redistributing old items etc.
- Projects that help the community adapt to a changing climate, for example, by slowing the flow of water through a raingarden, or providing shade from warm temperatures.

3 What type of projects or activity cannot be funded?

3.1 We **cannot** consider applications for:

- Ongoing running costs for existing projects for example wages, rent, room hire (although extensions to existing projects will be considered)
- Proposals from organisations that are run primarily for private gain or to generate profits for private distribution, or any activities that generate profits for private gain.
- Activities that don't clearly benefit local residents. (Clearly means being able to demonstrate who will benefit and how this will be measured.)
- Activities primarily aimed at promoting religious or political beliefs.
- Activities which do not fit with the Fund themes (1.4).
- Activities for which there is no clear evidence of need or demand.
- Costs which have already been incurred before the grant has been awarded.
- Any activity that is normally the responsibility of statutory bodies.
- Loans, debts or endowments.
- Flat rate volunteer expenses (as opposed to actual out of pocket expenses).
- Anything that might bring the Council into disrepute.
- Costs that you would reasonably expect to fund yourself.
- Costs for the benefit of individuals.
- Activities that target groups or activity outside Chesterfield borough.

4 Evidence of Need

4.1 What evidence do you have that the activity is needed?

We are looking for organisations that can demonstrate there is need and demand for their project within the local community. You will need to provide evidence of this using data relating directly to your target community and activity. Please do not use generalised statistics or reports, for example, those talking about the rise in social isolation in the UK. We want to know about your community.

You could demonstrate the need and demand for your project through the following:

- Survey data where respondents have been asked whether they want the project (ensure you include the sample size e.g. we surveyed 100 people from the community and 85% stated they supported XZY activity).
- Survey data where respondents have been asked how much they value and use the service for which you are fundraising.9:16 AM
- Testimonials from a wide range of community members, groups or organisations stating the need and support for the project.
- Examples of previous, similar projects you have run and the impact these had on the local community.

Remember to ensure the evidence relates to your specific project and the need for it, not just your organisation or the issue at hand.

5 Beneficiaries

How many people will the project impact upon? Who will it benefit?

Projects that benefit the whole community rather than a small sub-section are preferable. If your project only reaches a small number of people, tell us about the depth of the project and the impact it will have on the lives of participants. Consider how this may affect the wider community. Are there secondary benefits to them that might not be immediately apparent?

6 Outcomes

- 6.1 When designing a project, it's important to know what your project outcomes are so you have a way of measuring your success and understanding what your overall goal is. Key to understanding outcomes is to focus on the benefits to your beneficiaries that come from the project or service, not items that will be purchased. Think about what will happen because of the activity? What benefits or changes will there be? How will you measure these? Each outcome should sum up one key change you are looking to achieve.
- 6.2 Types of outcomes could include:
- Development of 2 new training programmes for the community
 - 12 new volunteer opportunities created.
 - 70% of participants have a greater knowledge of a particular topic.
 - 20 community events/meetings held.
 - The project reached a wider and more diverse audience to further develop connections and 100 people from the local community met someone new.
 - 50 people in the local community are upskilled to a level which empowers them to improve their own lives.
 - 80% of community are more aware of what actions they can take to reduce their impact.
on their natural environment/improve their natural environment
 - Organisation capacity increased by 50% to meet increasing need.

7 Who can apply?

7.1 We welcome applications from your organisations if:

- You are a not-for-profit organisation.
- You have a constitution / written set of rules for the organisation.
- You have a bank account in your group's name and at least two people (not related to one another) are required to sign any cheque or withdrawal from the account. (Please contact communitygrants@chesterfield.gov.uk if you do not have a bank account but would like to apply).
- You have a set of accounts and make these available for inspection.
- Your group can run the activity and complete the application form, even if you get some help with this. The contact for the grant and the person signing the form must be a member of the group or its management committee.
- Your activities begin and costs are incurred after receipt of the grant. You must also spend the entire grant and complete activities we have funded within 12 months of receipt of the grant. If you are successful with an application to the Community Grants Fund, you may apply again at a later stage but for different / additional reasons.
- Your group or activity is open to everyone. If your activity is not open to everyone, you need to tell us why and the assessment panel will decide if your application is eligible.
- The proposed activity is based in Chesterfield borough.

8 How much funding is available?

- 8.1 There will be £220,000 funding available for 2025/26 which will be split into 2 separate tranches. In tranche 6, a minimum £60,000 will be earmarked for capital projects and an additional amount has also been set aside for Climate related projects.
- 8.2 Groups are able to apply for between £500 and £6,000 for revenue projects – there is no fixed amount for capital projects.
- 8.3 Application deadlines for tranches 6 and 7:

	Launch Date	Funding Closing Date	Decision to be announced by
Tranche 6	19 th May 2025	20 th June 2025	25 th July 2025
Tranche 7	29 th September 2025	24 th October 2025	28 th November 2025

9 How to apply

- 9.1 The application is available at: www.chesterfield.gov.uk/community-grants-fund
Paper copies of the application form are also available from the Community Development Worker (details below).
- 9.2 Applicants are encouraged to read Chesterfield Borough Council's Council Plan, and the State of the Borough Report where you will find information to support your application. If you are applying for support for capital work, you can find a guide to our local priorities in the Local Plan, and if your application is related to the environment, we encourage you to read our climate change strategy. (All documents can be found on our website: www.chesterfield.gov.uk/community-grants-fund)
- 9.3 Applicants MUST discuss their project with the Community Development Worker before completing an application in order to get the best out of the scheme.
- 9.4 Our expectation is that organisations will only make one application per tranche, however, exceptions may be considered.
- 9.5 If an application misses a deadline date, then it will be included for consideration in the next tranche of funding, provided that funds are still available.
- 9.6 Further information can be found on the Council's website or by contacting the Community Development Worker:

Web: www.chesterfield.gov.uk/community-grants-fund

Email: communitygrants@chesterfield.gov.uk

Post: Community Grants Fund, c/o Wendy Blunt/Sarah Poulton, Community Development Workers, Chesterfield Borough Council, Town Hall, Chesterfield, S40 1LP

Tel: 01246 959657 / 01246 959415

10 How will applications be assessed?

Initial screening

- 10.1 Once your application has been submitted, you will receive an acknowledgement via email.
- 10.2 Your application will initially be screened by the Community Development Worker to ensure it has been completed correctly and meets the pre-assessment criteria. Please note if an application is incomplete or does not provide sufficient information, it will generally be considered as not meeting the eligibility criteria. However, the Community Development Worker may contact you and provide support where appropriate to assist.
- 10.3 If your application meets the pre-assessment criteria, then you will be asked to provide any relevant documents supporting your application, e.g. safeguarding policy, constitution, climate change impact assessment (as relevant).
- 10.4 If your application is not accepted as being eligible for funding, you will be advised of the reasons for this, how you can re-apply (if this is appropriate) and, if applicable, any other potential sources of funding.

Panel assessment and scoring criteria

- 10.5 Chesterfield Borough Council have made arrangements for applications to be scored and assessed by Chesterfield Health and Wellbeing Partnership's Commissioning Panel.
- 10.6 Decisions on applications during both of the tranches will be announced as outlined in 8.2.
- 10.7 The following General Assessment Criteria will be used to score all applications that pass the screening process. Applications for projects that also meet CIL specific criteria below may be considered for CIL funding. You can read more about both the UKSPF and CIL funding criteria on our website and in the appendices.
- 10.8 Applications scoring the highest points in the General Assessment Criteria will be prioritised for the available grant funding. Successful applications may be awarded funds from either UKSPF or CIL, or a combination of both depending on the criteria met.

General Assessment Criteria		Points available
A	Strong links to the themes of the fund (see page 1, section 1.4)	12
B	Working in areas of the borough with higher levels of deprivation	5
C	Demonstrates a genuine community need	5
D	Value for Money	5
E	Aligns with Chesterfield Borough Council Priorities (Council Plan and Strategies e.g. Climate Change Strategy)	Yes/No
F	Project has a long-term impact e.g. opportunities for starting up new groups, seed funding, partnership approaches, lasting legacy.	Yes/No
CIL Specific Criteria		
G	Will the proposal involve provision, improvement, replacement, operation or maintenance of infrastructure?	Yes / No
H	Are the proposals addressing the demands of development in the area?	Yes / No
Climate change specific Criteria		
I	The project supports the local community to adapt to a changing climate	Yes / No
J	The project supports the local community / group to reduce their carbon footprint	Yes / No
K	The project supports biodiversity in the local community	Yes / No

What happens if our application is successful?

- 10.9 If your application is successful, you will receive a letter from Chesterfield Borough Council confirming the funding offer and payment arrangements, along with a Grant Agreement for you to sign and return.
- 10.10 Payments will be made to you up front by BACs transfer. Please note that it will take up to 28 days to process your grant payment, following receipt of your signed Grant Agreement and any required invoice and banking details.
- 10.11 Where the applicant has stated on the application form that they can reclaim VAT, the grant offer is based on the net value of the eligible scheme costs.
- 10.12 Feedback will be given to unsuccessful bidders with advice on how you can re-apply (if this is appropriate) and, if applicable, any other potential sources of funding.

11 Appendices

Appendix A – UK Shared Prosperity Fund (UKSPF)

Introduction

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda and a significant component of its support for places across the UK. Upon receipt of funds all community groups must spend funding within one year.

Chesterfield Borough Council Grant Fund

The Council want to make it easier for community and voluntary groups to access smaller amounts of funding for projects that will make a difference in their local neighbourhoods. The Grant Fund will therefore support community-based activity with grants of up to £6,000 for community groups across Chesterfield Borough.

The aim of the programme is to increase community infrastructure within the borough, increase resilience within the voluntary and community sector, and enable increased opportunities for volunteering.

The main themes of the Community Grants Fund, and the types of projects we aim to fund are those which:

- Strengthen the sense of local pride and belonging.
- Build resilient, healthy, and safe neighbourhoods.
- Reduce impacts on the climate and wider environment; and promote green choices.
- Develop volunteering opportunities.
- Support work readiness and getting into work.
- Help organisations to expand their reach into different areas of the borough or new groups of people.

We will provide targeted support in areas of the borough with higher levels of deprivation which often require additional resources in to build up a strong community and voluntary sector.

Including the following domains of deprivation:

- Income
- Employment
- Education
- Skills and Training
- Health and Disability
- Crime
- Barriers to Housing and Services
- Living Environment

Appendix B – Community Infrastructure Levy (Neighbourhood Portion)

Introduction

The Community Infrastructure Levy (CIL) is a planning charge that local authorities in England and Wales can require of most types of new development in their area (based on £s per square metre) in order to pay for the infrastructure needed to support development. CIL charges are based on the size, type and location of the proposed new development.

CIL can be spent on both capital projects and revenue projects, such as the maintenance of infrastructure. CIL cannot be spent on addressing current deficits in infrastructure provision unless those deficits are made worse by new development in the area. Revenue funding can be used where there is no lasting asset. Revenue funding can be used to put on events, performances and run activities, pay for training sessions, provide practical advice and guidance etc.

What is the CIL Neighbourhood Portion?

Regulation 59A of the Community Infrastructure Levy Regulations 2010 (as amended) (“the 2010 Regulations”) places a duty on charging authorities to allocate at least 15% (up to a cap of £100 per existing council tax dwelling) of CIL receipts to spend on priorities that should be agreed with the local community in areas where development is taking place. This is known as the CIL neighbourhood portion (CNP).

The Council ensures that the relevant Neighbourhood Portion 15% is ring-fenced for use in the area and liaises direct with those communities as to how their CIL monies will be spent.

What can the CIL Neighbourhood Portion be spent on?

Regulation 59F of the 2010 Regulations states that the charging authority (Chesterfield Borough Council) may use the neighbourhood portion of CIL, or cause it to be used, to support the development of the relevant area by funding:-

- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) Anything else that is concerned with addressing the demands that development places on an area.

There is a broad range of potential projects for communities to develop which could include (but is not limited to):

- Environmental improvements – e.g. tree planting, open space improvements
- Public art
- Street furniture
- Equipment for a community group
- Provision of more facilities for the community
- Projects that are beneficial to a local area
- Projects that contribute to broad community benefit

We want to fund community led approaches to addressing local needs and aspirations and we hope that this money can be used to maximise match funding opportunities from other funding streams.

The Community Infrastructure Levy Guidance (“the Guidance”) published on 12 June 2014 makes it clear that the charging authority should engage with the local communities where the development has taken place and agree with them how best to spend the neighbourhood funding. The Guidance also emphasises the importance of the neighbourhood portion being used to deliver the infrastructure needs of the area in which the chargeable development has taken place.

Parished and non-parished areas

The 2010 Regulations require charging authorities to pass the 15% of CIL receipts directly to parish councils where the chargeable development has taken place. Parishes can contribute towards strategic projects but are ultimately autonomous in taking spending decisions.

There are 2 parishes, Staveley and Brimington, where the neighbourhood portion of CIL receipts will pass to Staveley Town Council and Brimington Parish Council if chargeable developments take place in their areas. This includes the following wards:

Staveley Town Council:

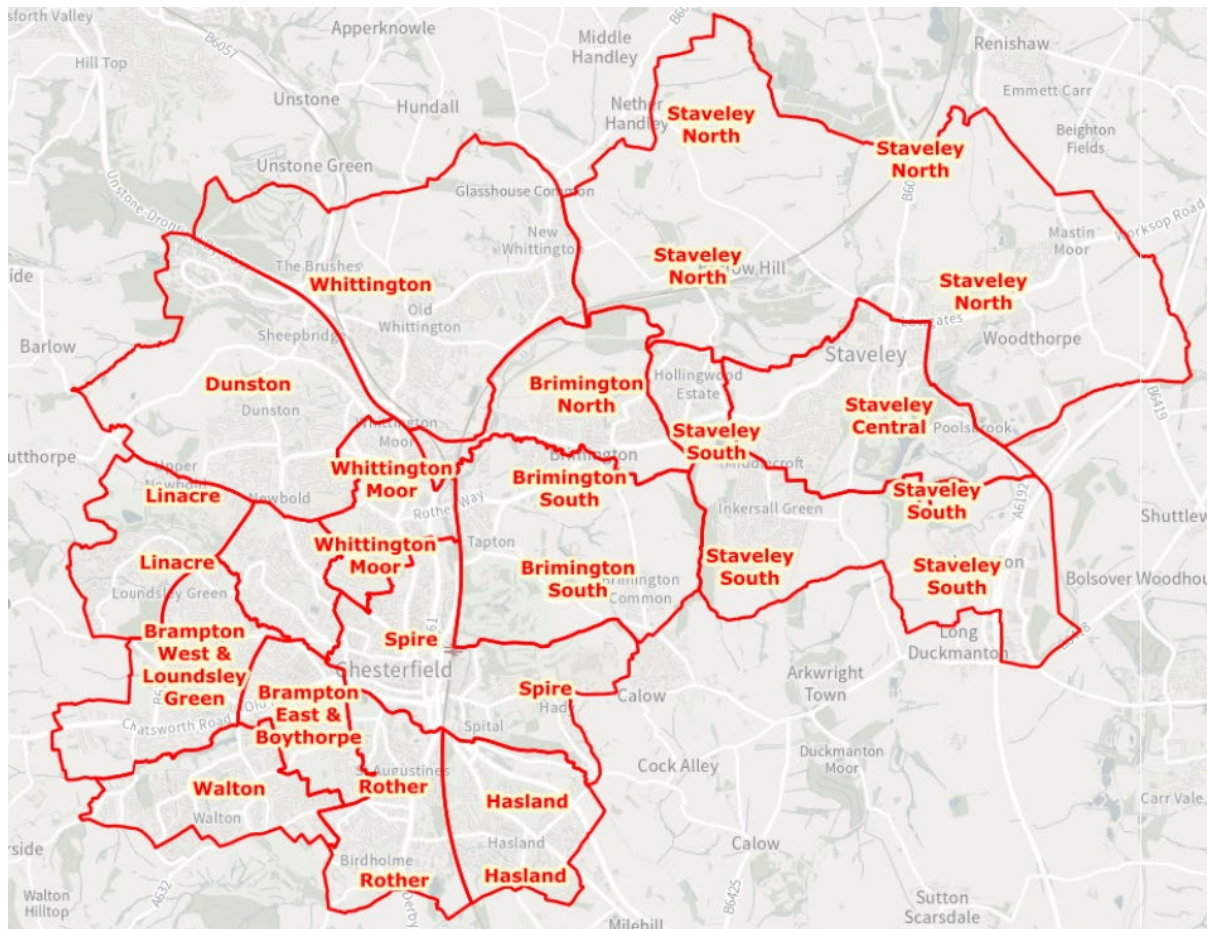
- Staveley Central
- Staveley North
- Staveley South

Brimington Parish Council:

- Brimington North
- Brimington South (excluding Tapton)

The non-parished areas of Chesterfield Borough cover the following wards

- Brampton East and Boythorpe
- Brampton West and Loundsley Green
- Brockwell
- Dunston
- Hasland
- Linacre
- Rother
- Spire
- Walton
- Whittington Moor
- Whittington
- Including Tapton part of Brimington South



Appendix C – Areas of deprivation

Applications will receive scoring where projects are working in areas of the borough with higher levels of deprivation. The most recent Index of Multiple Deprivation was released in October 2019. There are 317 English local authorities included in the index (a reduction from 326 in 2015). There are 32,844 lower super output areas (LSOAs) in England which have also been ranked. Chesterfield Borough has 69 of these areas. Each of these areas has an average of 1,500 people.

The table below shows the areas in the Borough that are in the 10% and 20% most deprived overall across the Country.

In the 10% overall most deprived.
<ul style="list-style-type: none"> • Barrow Hill • Holme Hall • Poolsbrook • Grangewood • Middlecroft Central – Circular Road/Middlecroft Road Area • St. Augustines
In the 20% overall most deprived.
<ul style="list-style-type: none"> • Dunston South East – St. John's Road Area • Dunston North – Kirkstone Road – Dunston Lane Area • Hasland North East – Gorse Valley Road/ Calow Lane Area • Duckmanton • Brampton South - South of Chatsworth Road - Alma Street/Goytside Area • Loundsley Green East – Pennine Way/Peak View Road Area • Mastin Moor • Lowgates • Middlecroft West – Wensley Way • Newbold Road – Stand Road/Racecourse Road Area • Old Whittington East – Station Lane/Gypsy Lane Area • Boythorpe • Stonegravels - Between Sheffield Road and A61 – Wharf Lane Area • Stonegravels West- Highfield Road/ Edinburgh Road Area

