

Dereham Area Partnership DEREHAM AREA LEARNING CHEST

1. Aim

To provide small grants to organisations and individuals in the Dereham area in order to improve opportunities for learning.

This aim is in accordance with the DAP Learning Focus Group Objectives as identified in the group's Learning Strategy document.

2. Eligibility

- Applicants can be any organisation or individual resident based within the geographic area as defined by the Dereham Area Partnership geographic boundary, where 'resident based within' means their normal place of residence or operation.
- Attention will be paid, when considering applications, to the number of staff being employed by the applicant and the turnover (if applicant is a business).

3. Grant Guidelines

- Grants will be 50% of total project costs, up to a maximum of £500, match funded by applicants and supported by invoices.
- Grants may be made for projects dealing with any of the following topics:
 - Training for organisation staff to develop their skills base.
 - Activities which promote life-long learning in the community.
 - Projects which forge closer links between the local business community and local schools.
- The grant-making committee reserve the right to amend the guidelines at any point throughout the process.
- The grant-making body's decision is final.
- Match funding from either of the East of England Development Agency, Breckland Council or the Learning & Skills Council is not permitted.

4. Applications

- Application forms can be obtained from the DAP Learning Co-ordinator based in Aldiss Court, Dereham (**Tel: 01362 851908**).
- Applications will be judged by the Application Review Team of the DAP Learning Focus Group at their monthly meetings (see attached schedule). Applicants can expect to hear the outcome of their application within a week following the date of the meeting.
- Once an offer has been made, cheques will be sent to the successful applicant on receipt of paid invoices for the eligible items.

- Completed applications can be received at any time. However, all successful applicants' receipted invoices for project expenses must be sent to the Dereham Area Partnership before 10th September 2004 in order to receive grant payment.
- If an application is unsuccessful, the applicant may apply again for the same project with a revised application.
- Repeat applications from the same applicant, after that applicant has already received a grant through the scheme, will be at the discretion of the committee, but will be judged on range, quantity and quality of applications being submitted at that time.

5. Monitoring

- Monitoring forms will be sent at appropriate intervals throughout the project to all successful applicants after awards have been made. These should be completed and returned to the DAP Learning Co-ordinator in order that the Dereham Area Partnership may ascertain the level of success of the scheme in achieving its aims. In addition, a written report/presentation may be requested.
- Applicants should note projects may be used for publicity at the discretion of the grant making body.