

CLIFTON UPON DUNSMORE PARISH COUNCIL

Community Grant Policy and Procedure 2016

The Parish Council has the power under the General Power of Competence (Localism Act 2011 Section 1-8) (SI. No.965 2012) to award grant funding to organisations and individuals working for the benefit of the community in the parish of Clifton upon Dunsmore

Community Grants will be considered twice a year at the September and March Parish Council meetings.

Grants to a maximum of £500 may be awarded to any local community group or organisation in any calendar year.

The Objectives of community grants are:

- To benefit the community of Clifton upon Dunsmore
 - To promote a vibrant, active and sustainable community
 - To contribute to the development of facilities in the community
 - To assist, develop and promote local voluntary and charitable organisations
 - To ensure that Council tax payers of Clifton upon Dunsmore Parish get value for money from the Parish Council
1. Community Grants will not be awarded to any organisation automatically; each organisation must make a separate application for continuation of funding.
 2. Applications will not be considered without a completed application form, a copy of the groups constitution and the presentation of up to date accounts, where appropriate.
 3. Applicants must set out how the community of Clifton upon Dunsmore will benefit from the work funded by the grant.
 4. Applicants must outline any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder the applicant must explain the reason for this. Applicants are encouraged to submit applications to other funding sources.
 5. The Parish Council will expect each applicant to justify the Community Grant which is being sought and such justification must include details of what the money is to be spent on and the financial case.
 6. Evidence of quotations obtained and expenditure incurred will be required to ensure a clear audit trail.
 7. Organisations who wish to be considered for a grant must provide evidence of their sustainability and 'self-help', for example through a membership fee or other fund raising activities.

8. Only one grant award will be made annually to any local community group or organisation.
9. Community Grants will only be awarded to local organisations rather than individuals. If awarded to an organisation the grant must be paid to that organisation rather than to an individual.
10. Community Grants are not normally made to organisations located outside the Parish of Clifton upon Dunsmore, unless evidence is provided that a grant provided would benefit the wider local community of Clifton upon Dunsmore.
11. Community Grants will not be considered for projects that have already been completed.
12. Community Grant recipients will be asked to acknowledge Parish Council support on stationery, media releases and on promotional material.
13. The Community Grants Policy and procedure will be reviewed by the Parish Council every 2 years.

Procedure

1. Completed application forms and up to date accounts must be received at the Parish Office not less than 28 clear days before the relevant Parish Council meeting. (details of meetings are available on the website) www.cliftonupondunsmore.org.uk
2. Prior to the meeting, each Member of the Parish Council will undertake an evaluation of grants submitted and submit a considered score from 0-9 (0 being don't fund, and 9 being definitely fund). The scores will be entered on a spreadsheet to obtain an average score overall, and a final decision at the Parish Council meeting. Any grant with incomplete information or not meeting the criteria automatically gets 0.
3. Other policies/documents may be requested by the Parish Council (eg Health & Safety policy, Child Protection policy, insurance documents, Safety certificates, Inspection reports, etc) if applicable to the Community Grant application.
4. Community Grant recipients will be notified in writing within 30 days of the Parish Council meeting, and advised when a cheque will be raised for the amount to be awarded.
5. Community Grant recipients may be invited to attend a Parish Meeting to provide feedback in the form of a display or a presentation of how the grant was used, and to complete a grant monitoring form for the purposes of External Audit.

If you need further information, or have any queries concerning the Community Grants Policy and Procedure please do not hesitate to contact The Clerk by telephone on 07886 102789 or by email clerk@cliftonupondunsmore.org.uk.

September 2016