

SWINESHEAD PARISH COUNCIL



Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

SWINESHEAD PARISH COUNCIL SMALL GRANTS POLICY

Adopted 14 November 2022

The grant scheme offers grants to community groups and the money available is set in the annual budget.

For accountability the application process ensures access, openness and fairness to all community groups which may ask for support. This small grant award is open to established community groups and to assist new groups to form.

AIM

To ensure the grant award process is:

- Open
- Transparent
- Fair
- Competitive
- Supports local community groups

WHO IS ELIGIBLE TO APPLY?

Established groups must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a membership structure of at least 4
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement. Accounts are to be checked and signed by a person independent of the Group. The independent person must not be a close relative, business partner or employee
- Have a Bank Account operated by a minimum of two joint signatories

New groups must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
- Have a Bank Account operated by a minimum of two joint signatories

WHAT CAN BE FUNDED?

- The project should be something that makes the local community a better place in which to live, work or visit
- Any project must benefit residents of the area
- There must be clear evidence that local people support the project and are involved in carrying it out



- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses; rates, gas or electricity costs; maintenance; salaries; or rent/hire costs
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Priority will be given to those who are doing something which adds community value
- Only one grant award will be made from this fund to an organisation in any financial year, unless there are exceptional circumstances

THE FOLLOWING ARE NOT ELIGIBLE:

- Support for individuals or private business projects
- Projects that are the prime statutory responsibility of other government bodies
- Projects that simply replace existing facilities with no significant improvement
- Projects that improve or benefit privately owned land or property
- Projects that have already been completed or will have been by the time the grant is issued

HOW WILL DECISIONS BE MADE?

Unfortunately, the council may not be able to fund all projects. However, all applications will be considered carefully. They will be assessed based on the following criteria:

- | | |
|----------------------------------|-----------------------------|
| • General eligibility | • Community Support |
| • Value for Money | • Environmental impact |
| • Community Involvement | • Impact on key local needs |
| • Feasibility and sustainability | • Likely effectiveness |

SUBMITTING AN APPLICATION

Applications must be submitted on the Council's application form

- Applications will not be considered from established groups without audited accounts and constitution
- For new groups, a simple business plan must be submitted in place of accounts, together with a simple projection of income/expenditure
- The application must include evidence of self-help i.e., other funding sources or fundraising activities
- A reference from a responsible member of the community to support your organisation and project must be included with the application

RELEVANT DATES

- Submission of by application by the 31 October will ensure it is included in the budget meeting for the following financial year
- Applicants will be notified of successful and unsuccessful applications, in writing



- Grants will be payable after approval or if there are no funds available then after the following 1st April

AFTER RECEIPT OF GRANT

- Organisations awarded grants for specific capital expenditure must produce proof of that expenditure within 6 months of award of grant
- Any grant not spent within 6 months must be returned
- Non-capital expenditure i.e., for an event or forming a new community group, must be returned if the event is not held or the group not formed
- The Parish Council must be included in any publicity material
- Financial support can only be used for the purpose for which the grant is given and grants must be used for the purpose as stated on the application form
- The Council reserves the right to request evidence of fund spending i.e., receipts

Swineshead Parish Council reserves the right to change this Policy