

Luckington and Alderton Parish Council - Community Grant Policy

1. Introduction

- a. Luckington and Alderton Parish Council will consider applications for Community Grants from voluntary groups, charitable organisations or 'not for profit' organisations.
- b. To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.
- c. Grant applications will be dealt with by the full Council.
- d. In determining the validity of an application, the Council will refer to the following guidelines.

2. Applications will be considered for the following purposes

- a. For the purpose of purchasing equipment either in part or in full.
- b. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- c. For training activities, or to purchase the expertise of an outside trainer, instructor or facilitator.
- d. For activities that raise the profile of the area.
- e. For running costs of a viable group that is experiencing a period of hardship. (The Parish Council will not normally award grants for running costs unless hardship can be substantiated).
- f. For hosting special events or celebrations.
- g. For the provision of recreational facilities.
- h. For specific projects which can demonstrate the potential to achieve one or more of the following:
 - address problems of social deprivation, disadvantage etc
 - demonstrate a degree of community development/public involvement
 - impact on crime and disorder
 - provide services for youth or the elderly
 - provide or improve sport or cultural activities
 - improve the physical environment
 - promote equal opportunities
 - demonstrate collaborative working - different agencies working together
 - demonstrate match funding
- i. The Parish Council will not award grants for expenditure already undertaken.

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3. Conditions

- a. Grants will not be awarded to individuals.
- b. Additional applications within the same financial year, or within a 12-month period will not normally be considered.
- c. The award must be used for the purpose for which the application was made.
- d. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- e. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- f. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- g. On completion of a project, a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.
- h. The policy may be amended at any time by the Parish Council provided that the intention to do so is published on the agenda beforehand being carried.

4. Eligibility

- a. Any Charity, Voluntary Group or Community Organisation operating within the parish.
- b. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos.

5. Scope

- a. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
- b. Applications from schools for an activity that takes place within the school day will not normally be considered.
- c. The Parish Council will not fund activities outside its powers and functions.

6. Submission of Application

- a. Applications must be submitted by 1st September for consideration in the following year's budget.
- b. The application form must be completed in block capitals in black ink.
- c. The applicant should retain a copy of the form.

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7. Size of Community Grant Awarded and Documents Required

- a. Applications for sums up to 50% of total project cost, to a maximum of £200 will be considered.
- b. Details of funding obtained from other public bodies for this project should also be included.
- c. Applications must be made in the name of the organisation or community group to which financial assistance is to be granted and be supported by the main officers or leaders of the group.
- d. Applications must be made on the council's community grant fund application form.

8. Timing of Applications

- a. Applications are normally considered once a year in November. Applications should be submitted by the fifteenth day of the preceding month.
- b. Exceptions will be made to this submission date only if the applicant demonstrates an urgent need for grant funding when submitting the application.