

CENTRAL SWINDON NORTH
PARISH COUNCIL

COMMUNITY GRANTS POLICY

Adopted 04/11/18

PURPOSE OF THE GRANT PROGRAMME

To support community groups serving the parish of Central Swindon North with small amounts of finance to cover, in the main, essential capital items through an easy to access funding process which will benefit the residents of the parish.

WHO CAN APPLY

Local community groups, voluntary organisations and non-commercial charities that are based in the Central Swindon North Parish or in the immediate vicinity. Any grant application must be of benefit to residents of the parish of Central Swindon North.

HOW CAN THE GRANTS BE USED AND HOW ARE THEY DECIDED?

Grants can only be used for capital and revenue costs.

Only one grant per applicant will be given by the Council in a financial year. More than one project may be comprised in a grant application

The Finance & Staffing Committee has been delegated authority to make the decision whether a Section 137 grant will be made.

Grants can only be given up to the amount held in the budget for Section 137 grants, which is agreed by Full Council as part of the budget process.

Any conflicts of interest should be declared at the start of the committee meeting where the application is being considered. The Councillor will not be present during that part of the meeting. This will be recorded on the minutes of the meeting.

Other grants for the Library Trust will be considered as part of the budget process. This organisation will be required to provide a copy of their certified or audited accounts for the last year and their budget for the current year prior to their grants being considered.

WHEN AND HOW SHOULD AN APPLICATION BE MADE

The Council will accept applications at any time during the financial year.

All applications are to be made on a form that can be found on the parish council website or obtained from the Grants Officer.

The application form along with the grant criteria document provide all the information required to apply.

WHAT IS REQUIRED WITH THE APPLICATION.

For grant requested of over £250 only.

- Copy of certified or audited accounts (where applicable) from the last financial year.
- Photocopy of last 3 months recent bank statements
- If the organisation has been in existence for less than a year, a copy of the income /expenditure budget for the first-year operation.

WHAT WILL NOT NORMALLY BE FUNDED

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- An organisation that discriminates on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a youth club)
- Organisations based outside of the United Kingdom and/or who do not operate in Pound Sterling.
- Organisations that have a closed or offer restricted membership.

GRANT CONDITIONS

Grant conditions are set out in the contract which must be signed prior to the allocation of the awarded grant. Should any of these conditions not be met it could result in the award being withdrawn and future grant applications being refused.

- The grant can only be used for the purpose stated in the application and the parish council reserves the right to reclaim any grant not being used for the specified purpose of the application or any underspend not allocated by the project end date.
- Prior approval of the parish council is required if any change of purpose of the grant is required.
- The applicant will submit a report of the activity demonstrating the impact of the grant as approved within 30 days of the completion of the project. The applicant must return evidence of expenditure at the same time as the report, to the full amount spent.
- Should, for any reason, the organisation dis-band during the period of the grant the parish council may ask for all or part of the monies to be paid back.
- Organisations are responsible for ensuring that they are compliant with all legal and statutory requirements.
- Acknowledgement of the financial support received from the parish council is required on documentation and any promotional literature or other media operation.
- The parish council reserves the right to publicise the grant allocation to promote how the grant funding has been allocated and spent.