

Great Ashby community council

Community Grant Policy

POLICY STATEMENT:

A GRANT OR SUBSIDY IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION OR INDIVIDUAL FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL BEING OF THE LOCAL COMMUNITY, EITHER GENERALLY, OR FOR A SPECIFIC PURPOSE AND WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

GENERAL

1.1 The contribution made by the many organisations and individuals to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Great Ashby that are not, as a matter of course, funded by the Council.

1.2 These notes have been prepared to explain the main details of the Council's Grants/Subsidy Scheme. Please read them carefully before you complete the application form.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

1.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from the Clerk on these matters.

1.5 The scheme provides start-up awards for new as well as grants for existing organisations.

1.6 Grants/subsidies are awarded four times a year in April, July, October, January each year. The deadlines for applications are **midnight on 15 March, 15 June, 15 September, 15 December** respectively.

CONDITIONS OF FUNDING

1. Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.

2. Applications WILL NOT be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus

- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

3. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

4. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

5. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish. The Council will not normally be able to provide grants for services that should be funded by other statutory authorities.

6. The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.

7. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

8. An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

9. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year. Only one grant award per year will usually be made to each applicant.

11. Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the April, July, October, January Full Council Meeting. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards. This may mean a smaller amount is awarded.

12. The full Community Council will consider all grant applications. Applicants would be requested to attend a Community Council meeting to present their request.

13. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from Council Clerk.

14. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

15. On receipt of a grant from GACC, an organisation commits to provide the Clerk of the Council with receipts for goods or services purchased and agrees to publicly acknowledge the grant award to the community, advising the Clerk where and when this has been published. GACC may also publish a notice of the award on its website and social media channels.

16. Within 12 months of a grant award, an organisation shall produce a report or update to the Clerk of the Council to be published on the GACC website and GACC social media channels, detailing how the grant was used and the impact it has had on the organisation and the community.



Community Grant Application Form

General information

Great Ashby Community Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Great Ashby Parish. This includes, but is not limited to:

- Capital grants for equipment
- Revenue grants to pay running costs and salaries for one year
- Funding for particular events
- Funding for particular projects

In deciding on the allocation of grants, the Parish Council will take into account the financial status of the organisation/group and who in the community will benefit from the grant.

To enable the Parish Council to make this assessment, please provide as much information as possible in order to support your application.

Deadline for submission of applications is **midnight on 15 March, 15 June, 15 September, 15 December in each year.**

<i>Please provide a name and contact details so that we can contact you</i>			
Name			
Position in the organisation			
Address			
Telephone	Home Fone	Business	Mobile
Email			
Data Protection Act	All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998 and GDPR and used by Great Ashby Community Council for the purpose of analysing and recording grants.		

<i>Please give us details of your organisation/group</i>		
Name of the organisation/group		
Where does the organisation meet?		
What are the aims of the organisation? How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?		
Approximately how many and what type of Great Ashby Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)		
Is it a registered charity?	Yes / No	Registered charity number

<i>Please tell us the amount that you are applying for and how the money will be spent.</i>	
<u><i>Please provide as much supporting information as you can.</i></u>	
Amount	£
How the money will be spent	
Attach copies of quotes or other relevant documentation	
Please provide a copy of your latest accounts	
What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	

Please return the completed form, together with supporting information, to:

Clerk, Great Ashby Community Council
C/O Great Ashby Community Centre
Whitehorse Lane, Great Ashby, Stevenage. SG1 6NH

Or by email to clerk@greatashbycouncil.org.uk

I confirm that, as far as I know, the information contained in this application is true and accurate.

Signed.....

Name.....

Position in the organisation.....

.....(date)