



Community Grants Scheme Guidance Notes

Introduction

The aim of the Community Grants Scheme is to provide financial support toward projects and activities which benefit the parish of Scarning.

How much can I apply for ?

The scheme is designed for applications of no more than £500. If you would like to apply for a grant of over £500 please see our Grants Policy for more information.

Who can apply for a small grant (Eligibility Criteria)

The Parish Council requires all applicants to comply with the following Eligibility Criteria. Please read carefully before submitting your application:-

- Applications will only be considered from 'not for profit' groups/organisations.
- Applications will only be considered for projects which will be of benefit to the whole parish, or a significant number of residents within the parish
- Applicant groups/organisations must have an active bank or building society account (if your group does not have an active bank or building society account, please contact the Parish Clerk for advice).
- In some instances we will supply funds to individuals for the cost of materials (on receipt of the relevant invoice). We may also help with such items such as the hire cost of the Village Hall in relation to your project/activity

Types of Organisation/Group and Project/Activity which we will Fund

The Council will consider start-up grants for new groups/organisations, as well as grants to existing groups and organisations for projects, equipment, or events. As examples, the Council can contribute toward projects which:-

- Demonstrate a degree of community development/public involvement.
- Provide services for young people
- Provide services for the elderly, especially those who may be isolated, lonely, bereaved or new to the parish
- Address problems of social deprivation, hardship or disadvantage
- Provide or improve sport or cultural activities
- Improve the physical environment
- Address problems of climate change/promote a carbon neutral community
- Record parish heritage, such as a heritage event

Types of Organisation/Group and Project/Activity which we will NOT fund

As examples, the Council will not contribute toward projects which:-

- Where the benefit is to a single individual or a small number of individuals
- Fund the ongoing running costs of a group/organisation
- Fund individuals for such items as sponsorship for charitable purposes, travel grants or for educational purposes
- Contribute toward curriculum based school activities
- Contribute toward activities which are of a political or religious nature
- Contribute toward local or national appeals
- Contribute to organisations whose main objective is to raise funds for other charitable organisations, or whose fundraising is sent to their central HQ for redistribution
- Contribute to organisations requesting funding for purposes that are the responsibility of statutory agencies
- Contribute to a business
- Contribute to projects that are eligible for funding from other local authority funding sources, unless there is match funding, in which case this should be stated on the Application Form.

When can I apply for a small grant ?

Subject to the Council's available funds, applications are accepted at any time of the year, but are usually considered at the Council's meetings in April and September. **All applications must therefore be received by no later than 31 March (for April) and 31 August (for September).**

All applications must be received by the cut-off date and will only be considered provided the Parish Council has received all the necessary information. We would therefore advise you to submit your application within plenty of time.

Applicants are usually informed of the Council's decision within a week of the relevant Parish Council meeting and the grant monies are paid in May and October.

How do I apply for a small grant ?

If you think you qualify for a grant, please complete our Community Grants Scheme Application Form and return it to the Council, together with the requested information (as below).

If you would like help with your application, please contact the Parish Clerk on 079938001056 or (scarningclerk@btinternet.com).

Conditions

Please note the following:-

- Multiple applications within a 12 month period will not normally be considered unless there are extenuating circumstances
- Evidence of estimated expenditure must be supplied with the grant application
- It is the responsibility of the applicant to provide any information requested by the Parish Council
- **Grants will not be made retrospectively for expenditure already undertaken or where a project has been completed.**

What happens after the Grant has been made ?

Please note that the project for which any grant is made must be commenced within 12 months of receipt of the payment from the Parish Council.

The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period, or which have not been used for the agreed purpose of the grant.

Evidence of all expenditure in the form of invoices or receipts must be submitted to the Parish Council on request. **If the total amount of the invoices or receipts is lower than the amount of the grant, the Parish Council reserves the right to demand repayment of the difference.**

Any person/s, or organisation/group, found to be acting dishonestly or illegally in making an application or spending the grant monies will be reported to the Police, and the Parish Council will press for prosecution.

Promotion

The Parish Council will ask for recognition from successful applicants in the form of the promotion of the Parish Council's involvement on social media or any press release. The Parish Council will also recognise successful groups in its own reports to residents and on its website/social media.

Data Privacy

In submitting a Grant Application form, you give permission to Scarning Parish Council to use the information you provide:-

- for establishing your eligibility for and entitlement to a grant
- for enabling the Parish Council to administer and analyse your application

A copy of the Parish Council's Privacy Notice can be found on our website (scarningpc.info).

Agreed: April 2024

Review Date: April 2025

**Scarning Parish Council
Community Grants Scheme Application Form**

Please read the Community Grants Scheme notes prior to completing this form.

Please submit the completed Application Form to scarningclerk@btinternet.com, or the Parish Clerk, Oakleigh House, Shipdham Lane, Scarning, NR19 2LB.

Please complete all sections of this form.

Your Organisation

The name of your organisation in full.....

The name of the person making the application.....

Position within the organisation/group.....

Contact telephone number.....

Contact email address.....

Registered charity number of your organisation (where applicable).....

Year the organisation was established.....

How many members do you have ?

What percentage of members live in Scarning ?

What does your organisation do ? Please state its aims and objectives.
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Please give a summary of the activities your organisation/group has achieved during the last 12 months; or if you are a new organisation/group please give an idea of the activities you propose to undertake
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Grant request

Please state the amount you are requesting ?

What is the total cost of the project.....

What is the purpose of the grant (please give full details)

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How will your project benefit some or all of the residents of Scarning ? (Please give numbers/percentages where applicable.)

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If the grant does not cover the full cost of the project/equipment/event how will the rest of the cost be funded ?

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Are you obtaining funding from other sources ? If so, please provide details of the funding organisations and the amount of funding you have received/are applying for from each organisation

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What fundraising activities does your organisation undertake

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If you have previously received a grant from Scarning Parish Council in the past 3 years, please give details of the purpose of the grant and the amount

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Supporting Information

Please enclose the following supporting material:

- The latest set of annual Audited Accounts for your organisation/group, together with up to date bank statements for both current and savings accounts. If a large reserve and/or surplus is indicated in your latest annual accounts, please explain why you are applying for additional funds
- Evidence of estimated or actual expenditure for the proposed project/activity from a reputable firm, contractor or supplier.
- A constitution or set of rules by which your organisation/group runs (where applicable)

Declaration

I declare that to the best of my knowledge and belief, the information given on this Application Form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process. I also understand you may ask for a short report of how the monies have been spent and for recognition of the Parish Council’s involvement in the project/activity for which a grant has been made.

Signature
Name
Date