



# Salford Priors Parish Council

## Community Grant Scheme

### Terms and Conditions

Salford Priors Parish Council is keen to encourage everyone to contribute to parish life by supporting community groups and other not-for-profit organisations that provide services/activities for residents in the parish. Although the Parish Council has limited funds, each financial year a community fund will be set aside to help enhance community life in our parish bringing benefits to as many parishioners as possible.

#### What is the purpose of the Community Grant?

To provide financial support for local organisations, community projects, activities and new initiatives that will benefit some or all of the residents of the parish. The Council therefore encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs and playgroups to purchase equipment, or to schools for educational trips or special events / purchases (i.e. for activities not on the normal curriculum).

#### What is the total budget?

A total budget is set for each financial year. From this budget the Council wishes to support as many organisations/projects as possible.

#### Who can apply?

- Grants must fund activities that benefit the residents of the Parish of Salford Priors.
- Groups within the Parish Council's area may apply; those outside the Parish who can demonstrate direct benefit will be eligible to apply for consideration by the Council.
- Grants will only be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities.
- Grants will not be awarded to individuals.
- No grant will be awarded to or for any commercial venture for private gain.
- Letters received by the Council requesting funding that provide sufficient information to consider the application will be dealt with in the same way as a request received using the Community Grant form.

#### What can you apply for?

- You can apply for specific projects or activities, or for the costs of capital developments or equipment.
- You must be able to explain what you will do with the grant, who will benefit and how you know the work will be effective.
- Grants would not generally be given to large scale projects unless they were nearing completion.
- Grants will not be made retrospectively i.e. do not request a grant for something that has already been purchased.
- The purpose for which the grant is made must be in the interest of the Salford Priors Parish area, or any part of it, or all or some of the inhabitants of the Salford Priors area as defined by the boundaries of the Parish Council.

- The benefit to the area or inhabitants must be commensurate with the expenditure.
- The project for which funding is sought must not seek to duplicate or compete with an existing facility or compromise the viability of an existing facility.

### **How will the application be assessed?**

- Each application will be considered on its merit and the amount of the award will be at the discretion of the Parish Council.
- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- The level of contributions that have been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- The Parish Council may require general financial information to assist in assessing the bid. For example, for existing community organisations this should include audited accounts for the most recent financial year and, where possible, income and expenditure budgets for the financial year when the grant will be used.
- In the case of bids for specific items (e.g. equipment) details of the precise specification and evidence of cost of the item will be required.
- For larger projects – the sustainability of the project in the longer term.
- How projects take account of accessibility to buildings and land with no exclusions based on gender, ethnicity, sexual orientation, disability or religious belief.

### **What happens if you are successful?**

- The Clerk will write to you to confirm the grant has been approved and to confirm the amount of money agreed.
- When you accept an offer of a grant you agree to our terms and conditions as set out in this document.
- We pay grants by cheque made payable to your organisation.
- All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within **two months** of the purchase of the capital equipment or completion of the project or event.
- Recognition of the grant from Salford Priors Parish Council must be made in any publicity.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council in full.
- Acceptance of a grant will be taken as permission for the Parish Council to publish publicity articles in its newsletter but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.