

COMMUNITY GRANT AND SUPPORT SCHEME

**Approved by Council Minute 266/21/22
at Full Council meeting on 28th March 2022**

The Parish Council has limited resources available to support others' projects but wishes to offer some opportunities each year to organisations or individuals whose projects would not succeed without a small amount of local financial support. A ring-fenced sum will be allocated in support of this scheme in each financial year*.

Small sums only will be made available under this scheme and it will, therefore, be a simple and straightforward process for applications to be made and assessed.

It is, however, open to anyone to ask for more support for a bigger project, but any such case, not made under this scheme, would require significantly greater supporting documentation and be subject to a more detailed scrutiny process.

Rules of the Charlton Kings Parish Council Community Grant Scheme

1. The Parish Council, through this Community Grant Scheme (the Scheme), will have regard to the total budget allocated for grants when considering its contribution to any project, in any one year, by way either of a grant or loan.
2. The Scheme will support both capital projects (for the purchase of equipment or facilities) and revenue costs over a short period. Applicants should include the VAT element in the gross cost but exclude it if they do not pay VAT or are able to reclaim it from HMRC.
3. The Scheme will support repeat purchases of capital equipment and on-going running costs. It does not support staff salaries/wages, nor does it allow for the notional cost of volunteers' time to be included as part of the applicant's contribution.
4. Any individual or organisation, wherever located, is eligible to apply to the Council for support.
5. To be eligible for support, a project must be able to demonstrate clearly that it would bring direct benefit to all or part of the Parish. If the project is not located in the Parish, it would still be eligible for support if it could show that it would directly benefit all or some of the inhabitants of the Parish.
6. Grant applications will be considered only if they are made on the Community Grant Scheme Application Form. No additional written information will be required in support of an application but clarification may be sought, and conditions may be attached, to any award.
7. A grant application and any offer of grant must be made in advance of any expenditure on a project. An application made retrospectively will be rejected.

8. The Community Engagement and Wellbeing Committee, or its members, may be asked to make recommendations in relation to grant applications, either at its meetings or by email, and report back to Full Council.
9. A meeting or visit by the Councillors and/or Parish Office staff, would not be required in relation to every application but these might be arranged on a case-by-case basis.
10. Completed applications will be considered by the Council, on their individual merits, at any of its meetings from April to January. Any sum unallocated from the Scheme budget by Council's February meeting, will be returned to that year's general expenditure budget. Any grant offer not claimed by 31st March in the financial year in which it was offered, will be automatically withdrawn.
11. The Council encourages applicants to seek funding from other sources and to contribute to project costs from their own resources. The Council will generally not contribute more than 50% of the gross cost of a project but may contribute up to 100% of the costs of a particular community project or service where it considers that it is in the community interest to do so and/or no other source of funding is available.
12. An application will be assessed by Council against the following, ranked, priorities:-
 - It would benefit more rather than fewer Parish residents.
 - Its benefits would be to the more disadvantaged or vulnerable residents, and disproportionately benefit young people and older people.
 - If a small group only benefits from the project, most would be Parish residents.
 - It would benefit a larger rather than a smaller area of the Parish.
13. Applications will also be assessed against the Parish Council's stated priorities in support of the well-being of the Charlton Kings community:
 - Maintaining both the built and the natural character of the Parish
 - Ensuring a safe environment for parishioners to live within and move around
 - Promoting people's feeling of inclusion throughout the Parish
 - Developing good facilities that provide for the safety and well-being of community members
 - Furthering our environmental goals.
14. Full Council may identify an organisation as a strategic partner and, as such, may provide an offer of wider non-financial support in addition to, or in place of, a grant. The offer would be agreed by Full Council and would be reviewed annually at the March Full Council meeting. Appendix 1 lists a range of non-financial support, a selection from which could be offered to a partner organisation as agreed by Full Council.
15. Grant funds will not be released until the recipients are in a position to proceed with the funded project.

16. All grant recipients are asked to provide a short report to confirm that the money has been used as intended and, if possible, to provide photographs of the funded activity or item.

*The Community Grant Scheme is authorised by the Local Government Act 1972, Section 137 (1) (Power of Local Authorities to incur expenditure for certain purposes not otherwise authorised).

March 2022

Possible partner benefits

This list is not exhaustive and is intended to give a range of possible benefits, some of which might be offered to partner organisations as decided by Full Council.

- Website page linking to their external website or their social media.
- Inclusion on our “What’s On” events calendar.
- Newsletter article every quarter.
- 1 monthly news item on the website.
- Free use of Stanton Suite
- Free stall space at Summer/Autumn/Christmas Fayre.
- Social media posts shared ad hoc.
- Ad hoc signposting and introductions.
- Liaison on mutually beneficial projects
- Quarterly attendance from Cllr or CDO at partner event to keep in contact
- Linked member of staff (CDO) in the office for updates to website, newsletter items and upcoming events.