



# Boughton Aluph & Eastwell Parish Council

## Community Grants 2017-18

## Who can apply?

Grants are available to community groups based in the parish of Boughton Aluph and Eastwell or with an existing connection to our parish. We will consider applications from groups located outside our parish if they can show that they work for the benefit of our parish or its residents.

Applicant organisations must be not for profit or charitable. Informal groups without a formal constitution are eligible to apply for funding. However, the group must have a bank account, or equivalent, in its own name into which our grant would be paid. Grants will not be paid to individuals.

## How much can we apply for?

We believe that small community grants can have a big impact. We plan to make available 5 grants of £100 in 2017. Applicants can only apply for one grant in each financial year.

We do not require applicants to raise matching funding. We would normally expect to be the sole or major funder. If your application is part of a wider funding initiative or your project will be reliant on other sources of funding, please provide full details.

## What type of projects are eligible for funding?

We are open to a wide range of ideas. We want you to come up with innovative and exciting ideas for new community projects to benefit our parish and its residents.

We would be particularly interested in projects which do one or more of the following:

- bring people together
- promote well-being
- enhance quality of life
- improve the environment
- promote our parish in a positive way

Grants are available for one-off projects. These must have a start, a middle and an end. We will not fund projects which will require on-going funding, although we will consider pilot projects. We will not fund the normal business of your group.

Grants will not be made to projects that discriminate on any grounds. Grants will not be made retrospectively.

## How do we apply for funding?

Grants will be available from April 2017 and will be awarded on a first come, first served basis. We expect there will be competition for funding.

Applicants must fill in an application form. Please answer each of the questions as fully as you can. You may attach further information in support of your application but this should not exceed 2 sides of A4 paper.

## How will you assess our application?

Applications will be assessed by the Parish Clerk to ensure that they are complete. Incomplete application forms will be returned to the applicant.

Complete applications will be considered by the Parish Council at one of our monthly meetings. You may be invited to the meeting to tell us about your project. Each application will be assessed on their merits and the benefit to the community.

## What happens if our application is successful?

Successful applicants will be notified by letter. This will set out the terms of the grant. The grant recipient must sign and return a copy of the letter to the Parish Clerk before the grant is paid.

Unsuccessful applicants will be notified by letter with the reasons why their application has been turned down.

The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure provided. Grant must be spent within the agreed timescale or the offer of grant will lapse.

The grant can only be spent for the purpose for which it was awarded. The Parish Council will require grant to be repaid if it is not used for the purpose for which it was awarded. Any unspent grant at the end of the project must be repaid.

Grant claims should be submitted to the Parish Clerk for payment. Grants will normally be paid in a single instalment upon receipt of satisfactory evidence of expenditure. Where there is reason to do so, the Parish Council may pay the grant in advance of need or in two instalments.

Recipients must provide a short report on how they have spent the grant together with a photograph. These will be featured on the Parish Council website. Recipients will be required to acknowledge receipt of the Parish Council's grant in any project publicity or other materials.

## Can we get help with our grant application?

If you need help with your application or have any questions, please contact our Parish Clerk at [boughtoneastwellclerk@gmail.com](mailto:boughtoneastwellclerk@gmail.com).

## The small print

Nothing above shall prevent the Parish Council from exercising, at any time, its existing duty of power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

The Parish Council reserves the right to reject vexatious applications.