

Councillors' Community Grants Fund



Guidance Notes 2019-2020

The purpose of this grant is to provide small one-off grants to community-run projects and activities

Biddulph Town Council aims to support activity by local people that will improve the wellbeing of their communities. The provision of grants help the Town Council to:

- Enable organisations and individuals to access funding to support projects, educational experiences, new opportunities and innovations.
- Enable local people to participate in voluntary groups, organisations and activities.
- Support organisations which meet the needs of people experiencing social and economic difficulties.

Councillor Support

All applications need the full support of their Town Councillor. Town Councillors who are able to access this scheme in 2019-2020 are:

- | | |
|-----------------------|-------------------------|
| ✓ Councillor Adams | ✓ Councillor McLoughlin |
| ✓ Councillor Baddeley | ✓ Councillor Perkin |
| ✓ Councillor Barlow | ✓ Councillor Rogers |
| ✓ Councillor Garvey | ✓ Councillor Rushton |
| ✓ Councillor Harper | ✓ Councillor Smith |
| ✓ Councillor Hawley | ✓ Councillor Swift |

How much funding is available?

Each named Town Councillor has a £250 allocation. Please note that District and County Councillors have additional funds that can be accessed via separate schemes.

What we can fund

The Town Council's Grants Policy should be viewed in relation to this scheme. Available at: <http://biddulph.co.uk/grants/>

Paper copies are available upon request.

Criteria and conditions

- 1 Applications must be submitted between Monday, 5 August 2019 and Friday, 31 January 2020.
- 2 The application must be supported by a Town Councillor(s), who can be from any ward. Part Two of the Application Form must be completed by the Town Councillor(s).
- 3 Part One of the application form must be fully completed by the group or organisation applying for the grant. After completing Part One, return the form to your Town Councillor who will complete Part Two.
- 4 Where the total request for funding from the Council is £500 or over for an item/service you are purchasing please enclose copies of three quotes from alternative suppliers or explain why there is a preferred supplier.
- 5 The application must demonstrate how your organisation or project benefits the community in Biddulph. This must detail a new project or idea that has not formed part of a previous application.
- 6 The activity must be organised or managed by members of the local community, involving volunteers from the local community.
- 7 Applicants must be able to demonstrate that the grant is an important contribution to the success of the project or activity.
- 8 Applications must be from community-based organisations, this can include informal groups set up just to organise the project or activity.
- 9 To receive funding the group should either have a bank account in its name (requiring two signatories) or have another formal voluntary/community group which can receive and administer the funding on its behalf.
- 10 Any changes to the project or activity the funding has been originally granted for, requires further approval from the Town Council.
- 11 Where possible groups should publicly acknowledge the support of Biddulph Town Council.
- 12 Successful applicants must do their best to ensure that the activity or project is open to all the members of the local community for which it is intended to benefit.
- 13 Where an application for grant is refused the applicant can apply again.
- 14 Any grants that are not spent must be returned to the Town Council.
- 15 Where projects and activities involve children and young people and/or vulnerable adults, groups must have relevant policies and procedures in place.
- 16 Successful applicants must ensure that any necessary permissions are obtained from relevant authorities (e.g. Planning Permission, Road Closure Order, Entertainment Licence etc.)

What we cannot fund

This scheme is designed to fund small one-off projects organised by community groups. Larger organisations, although not explicitly prevented from accessing this grants scheme, should consider making an application to the Town Council as part of the annual grants programme. This allocates larger pots of funding and may support the ongoing costs of running an organisation.

If an organisation is in receipt of a grant from the Town Council as part of the annual programme, there must be a clear reason why there is an additional application under the Town Councillors' Community Grants Fund. The Town Council will not normally consider two applications from the same organisation.

Retrospective Grants

The Town Councillors' Community Grants Fund does not make retrospective grants.

Religious Activities

The Town Councillors' Community Grants Fund does not fund religious activities, but it can fund local churches and other places of worship. Many places of worship are used by community groups and host a variety of community events and activities. However, if the application is specifically for a religious activity, then this cannot be funded.

Organisations that do not provide benefit to the residents of Biddulph

Applications must be from organisations that benefit the residents of Biddulph.

Non-Voluntary Organisations

The Town Councillors' Community Grants Fund does not fund non-voluntary organisations. For example, schools. However, the Town Councillors' Community Grants Fund could support PTFAs, which are voluntary).

Individuals

The Town Councillors' Community Grants Fund does not fund individuals. Applicants need to clearly demonstrate that there will be community benefit.

Political Activities

The Town Councillors' Community Grants Fund does not fund political activities.

Frequently Asked Questions

Can Councillors support groups and organisations that they are involved with?

Yes, they can. Councillors should declare any interests on Part Two of the Application Form where there is a specific question about this.

Can the Town Councillors' Community Grants Fund fund temporary or informal groups?

Yes, it can. the Town Councillors' Community Grants Fund intends to support grass-roots, community-led activity, this includes temporary projects or one-off events and activities.

Do groups and organisations need to send in copies of invoices/ receipts/ quotes?

No, groups and organisations do not need to supply this paperwork. The Town Councillors' Community Grants Fund offers local groups and organisations small amounts of funding, this level of monitoring would be disproportionate to the level of grant. Town Councillors will have good knowledge of and a good relationship with the group or organisation that they are supporting, and would therefore be aware of any issues with the group.

How are grants publicised?

Councillors or groups may wish to make their own arrangements for publicising grants.

More Information

If you have any questions, please contact Sarah Haydon at Biddulph Town Council.
Tel: 01782 297845 Email: biddulph@staffordshire.gov.uk

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