

Bradford & Cookbury Parish Council Community Benefit Fund

Guidance for Grant Applications

The Purpose of the Community Benefit Fund

This £12,000 per annum fund exists to support community groups and not-for-profit organisations in our area to assist rural regeneration and the sustainability of our community. Our area comprises the parishes of Bradford & Cookbury and the northernmost fringe of Ashwater Parish in the close proximity of the Dunsland Cross Wind Farm, with parish boundaries as delineated in May 2018.

General:

Applicants for funding are expected to have a constitution (a governing document or set of rules) and a bank account in the name of the organisation. The exception to this will be for grants of £250 or less awarded at the discretion of the funding committee. Such discretionary awards will be given as seed funding to help new groups and projects get started or given to small groups in which the individuals regularly pay their own expenses/subscriptions in order to participate in and sustain the group's activities.

Applications should be submitted when the annual 'Window of Opportunity' is open. This runs from 1st February until 30th April each year. If the fund remains under-subscribed after 30th April it will remain open for new bids until it is fully allocated. Whenever that happens, all remaining applicants will be notified that funding for that year has been terminated and that fresh applications or re-submissions will be required to bid for the following year's allocation.

Rarely will 100% of any project's costs be awarded. It is expected that applicants will make a contribution to the costs of the project, either from their own reserves, by fundraising or by using other grants from other sources. Match-funding and staged payments might be required for larger, more expensive projects.

The fund will support projects that:

- Improve digital and mobile connectivity in the local area
- Provide, maintain or improve community buildings
- Provide support for locally-based transport schemes
- Increase access to activities or services for the local community
- Encourage skills, employment and improve rural opportunities and social enterprise
- Offer sport, recreation and improved health and wellbeing

Examples of such projects are:

- Community transport schemes, assessed on individual merit
- Services that would otherwise not be able to continue in our rural area
- Community projects such as: Memory cafés, luncheon clubs, sports clubs, befriending schemes
- Capital projects (community building projects, feasibility studies)
- Activities that develop life skills and experiences, e.g. money advice, cooking
- Start-up costs for new clubs and organisations
- Work preparation or training
- Projects that bring people of all ages, skills and ethnicities together
- Community events
- Extra-curricular school activities

Exclusions:

- Previously-funded projects which have run over-budget
- Large projects where a small grant would make little or no difference

The following cannot be funded:

- Organisations which are regional or national charities (unless locally led and run in our area)
- Organisations which have substantial unrestricted funds
- Grant-making organisations
- Organisations which are run for the personal profit of an adult or which are commercial
- Projects which require retrospective funding (activities which have already taken place or repayment of money which has already been spent or committed)
- Projects promoting political or religious beliefs
- Overseas travel
- Fundraising events
- Projects which replace statutory responsibilities (e.g. school curriculum activities, road repairs)
- Ongoing core costs of projects (e.g. running costs or staff salaries)

The Application Process

For grants up to £250

- 1 Complete the application form below and send it to **Mark Smale, Chair, BCPC Community Benefit Fund, Bason Farm, Bradford, Holsworthy, EX22 7AW**. If you are able to scan your form you can send it as an email attachment to **bandcparishclerk@yahoo.co.uk** and an acknowledgement of its arrival and legibility will be sent to you.
- 2 Your application will be considered by the Funding Committee at its next scheduled meeting. You may wish to attend this meeting, or the committee may request your attendance, to present and discuss your case, after which a recommendation to award or refuse a grant, with supporting reasons, will be made to the full Parish Council for a final decision.
- 3 You will be notified of the final decision as soon as possible. If you are unsuccessful, reasons for refusal of a grant will be given and, if possible, ways in which your application could have a better chance in any future submission. If you are successful, the parish clerk will contact you to arrange payment of the grant.
- 4 You will be expected to send photographic or other evidence that your project has been completed, when available, to the address shown in paragraph 1.

For grants over £250

- 1 Complete the application form below and send it, together with the supporting information listed in paragraph 2, to **Mark Smale, Chair, BCPC Community Benefit Fund, Bason Farm, Bradford, Holsworthy, EX22 7AW**. If you are able to scan your forms you can send them as email attachments to **bandcparishclerk@yahoo.co.uk** and an acknowledgement of their arrival and legibility will be sent to you.
- 2 The following supporting information should also be sent:
 - i) a copy of your constitution (a governing document or set of rules)
 - ii) a written quotation for the planned expenditure
 - iii) paper evidence of your own and/or other financial contributions to your project as the committee is unlikely to fund 100% of the project cost
 - iv) a copy of your most recent full accounts and annual report
 - v) a copy of your safeguarding policy (only if your project engages children, young people or vulnerable adults).
- 3 Your application will be considered by the Funding Committee at its next scheduled meeting. You may wish to attend this meeting, or the committee may request your attendance, to present and discuss your case, after which a recommendation to award or refuse a grant, with supporting reasons, will be made to the full Parish Council for a final decision.
- 4 You will be notified of the final decision as soon as possible. If you are unsuccessful, reasons for refusal of a grant will be given and, if possible, ways in which your application could have a better chance in any future submission. If you are successful, the parish clerk will contact you to arrange payment of the grant.
- 5 You will be expected to send photographic or other evidence that your project has been completed, when available, to the address shown in paragraph 1. The committee expects that your project will be completed and the money spent within 12 months of the date of the offer. If the project takes longer than this, interim progress reports will be required.

Grant Application Form

(for grants up to £250)

Please use BLACK ink and continue on separate additional sheets of paper if necessary

Applicant Details

Name of organisation (if applicable):

Contact name:

Contact Address (including postcode):

Contact Email address:

Telephone number:

Eligibility Check

How does your project or activity benefit the community within our area?

(In addition to your own words you can use page 1 of the guidance notes to confirm you and your group are resident in, or the project or activity will be taking place in, 'our area' and repeat which bullet points are applicable to your project or activity.)

Project Details (continued on next page)

(Please give a brief description of the activity/project for which funding is required. Include the following information: Timing of project - when will it start/finish and how advanced is the decision making? - Which groups of people will benefit, how many people are there and how will they benefit? - How do you know this is needed? - How will you measure the success of the activity, project or purchase?)

Project Details (continued from previous page)

Project Costs

Please list the various costs of the project:

Total cost of the project: £

Total amount requested from the Community Benefit Fund (max. £250): £

Declaration

I confirm that all the information contained within this form and any additional sheets is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation represented.

I confirm that I have read the guidance notes provided for this application process.

I accept that the information submitted will be held by Bradford & Cookbury Parish Council and that it will contribute directly to the decision made regarding the allocation of funding.

I confirm that if this application is successful and money is paid over, that money will be returned in full to the Parish Council within 12 months of the award date if the activity or project fails to proceed within that time period.

Signature:

Position in Organisation:

Date:

Please send this forms to the postal or email address shown in paragraph 1 of the guidance notes.

Grant Application Form

(for grants over £250)

Please use BLACK ink and continue on separate additional sheets of paper if necessary

Applicant Details

Name of organisation:

Year organisation was established:

Brief description of organisation and type of activity:

Name of project:

Contact name:

Contact Address (including postcode):

Contact Email address:

Telephone number:

Eligibility Check

How does your project or activity benefit the community within our area?

(In addition to your own words you can use page 1 of the guidance notes to confirm you and your group are resident in, or the project or activity will be taking place in, 'our area' and repeat which bullet points are applicable to your project or activity.)

Project Details (continued on next page)

Please give the following information:

- 1 Description of activity or project for which funding is required.
- 2 Timeline of activity or project (or extension of existing project) - when will it start/finish and how advanced is the decision making?
- 3 If this award is granted, do you then have enough funding in place to complete the project?
- 4 Are there any outstanding environmental, sustainability or planning issues?
- 5 How have you assessed the cost of the activity or project (are the figures supplied rough estimates or firm quotes and who supplied them)?
- 6 Which groups of people will benefit, how many people are there and how will they benefit?
- 7 What evidence is there that this activity or project is needed?
- 8 How will you measure the success of the activity, project or purchase?

Project Details (continued from previous page)

Project Costs

Please list the various costs of the project:

Total cost of the project: £

How much of this cost has been met from other sources?*: £

Please list these other sources (e.g. own funds, other grants, fundraising activities and say how much from each and whether the amounts are pledged or secured)*:

(*Totals should agree)

Total amount requested from the Community Benefit Fund: £

Supporting Documentation

Have you included copies of the documentation listed in part 2 of the guidance notes?

i)	a copy of your constitution	YES	NO
ii)	a written quotation for the item or works that you want to buy, or an income and expenditure budget and/or a cashflow statement for the proposed project	YES	NO
iii)	paper evidence of your own and/or other financial contributions	YES	NO
iv)	a copy of your most recent full accounts and annual report	YES	NO
v)	a copy of your safeguarding policy (only if your project engages children, young people or vulnerable adults)	YES	NO

(Please delete as appropriate)

Declaration

I confirm that all the information contained within this form and any additional sheets is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation represented.

I confirm that I have read the guidance notes provided for this application process.

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Date:

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