



CASC GRANT FUNDING - MONITORING & EVALUATION

Holme Valley Parish Council annually sets a Community Assets grant budget to provide financial support to community assets which are at risk of loss to the community. The Council supports a whole range of organisations, projects and activities which provide services to local residents. Requests are welcomed from voluntary and community organisations, and applications for funding must meet the Community Assets grant criteria (provided in a separate document, available from the Clerk) which is to be read in conjunction with the Grant Application Form.

It is at the discretion of the Council as to what extent such requests must meet the supplementary criteria set out in this document.

1. Before considering a Community Assets grant, the Council's Community Assets Support Committee (CASC) will check the following:
 - a. That your community group is properly constituted, structured and administered in relation to its financial management and controls.
 - b. Evidence that appropriate management mechanisms are in place and that accountability is provided through formally elected or delegated members, managers or leaders.
 - c. Your most recent set of audited accounts or annual income and expenditure information.
 - d. Evidence that your community group has a sustainable business model.
2. Throughout the duration of the project for which the grant has been awarded, it will be necessary for CASC to monitor and evaluate the project's progress to ensure that the funding is being utilised effectively.
3. When a Community Assets grant is awarded to a community group, the funds may be released as stage payments depending on the overall value of the grant.
4. Where it is decided that the grant will be paid in stages the applicant will be required to provide:
 - a. A proposal containing a schedule of when stage payments are expected to be requested.
 - b. The criteria, which should be measurable and demonstrable, to be met to enable the stage payment to be paid.
5. Where the grant funding is to be made via stage payments, those payments will be made when mutually agreed milestones in the project have been achieved:
 - a. You will be expected to submit a written request for the release of the next stage payment.
 - b. That request should be accompanied by an evidence-based report detailing how the agreed milestone has been achieved.
 - c. The request, where appropriate, should include supplier invoices and report submitted by a suitable professional(s).
6. The project/activity start date must be within nine months of the date of the grant application.
7. The grant funding will be withdrawn if any of the following circumstances apply:
 - a. The applicant stops the agreed project.
 - b. Monies are not being spent on the agreed project.
 - c. The project is not delivering on agreed milestones.
8. You must consult the Council, via the Clerk, before making any major changes to how you plan to spend the money; it may be necessary to submit a revised grant application.

9. Further monies will not be released pending that revised application.

If you have demonstrated that the funding has been effective and has been used as it was intended, our evaluation should show that you are a good organisation to fund. That is particularly important if you are hoping to receive further funding from the Council in the future.