

Holme Valley Parish Council



COMMUNITY ASSET GRANT FUNDING - TERMS AND CONDITIONS FOR APPLICATIONS

Holme Valley Parish Council, through its Community Assets Support Committee, has a policy of supporting community assets in the Valley which are at risk of being lost to the community.

The Community Assets Support grant criteria, terms and conditions are detailed below. The Council's aim is to ensure that public funds are used in ways that support community assets in the Valley and any organisations charged with the management of those assets which are in community ownership run for public benefit, as defined by the Charity Commission, for the residents of the Holme Valley. The Council therefore encourages applications from local community-based 'not-for-profit' or charitable organisations.

1. General criteria – these apply to all Community Asset Grant Applications:

- 1.1 Each application to be considered on its own merit; the amount of grant will be at the discretion of the Parish Council.
- 1.2 The purpose for which the grant is made must be in the interest of the Holme Valley or any part of it or all or some of the inhabitants of the Holme Valley. The Holme Valley is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure. Groups with community assets within the Parish Council's area may apply.
- 1.3 Applications where organisations and groups that expect to contribute funds to the project will be given preference.
- 1.4 The Committee may take into account any previous grant made to an organisation or group when considering a new application.
- 1.5 Grants will not be made retrospectively.
- 1.6 The Parish Council is not able to make grants to individuals (Section 137 of the Local Government Act 1972).

2. Conditions

- 2.1 All grants will be conditional upon submission of Audited Accounts, and supporting documentation detailing the costs of the project for which funding is being sought.
- 2.2 (a) Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.

(b) All grant recipients are required to provide the Parish Council with a brief report (between 100 and 300 words maximum) including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted **within two months** of completion of the project for which the funding was awarded.

(c) Acceptance of a grant will be taken as permission for the Parish Council to publish such articles in its newsletter but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.

(d) The Parish Council may stipulate that grants are repaid in full if the asset for which funding was granted ceases to fulfil its public benefit criteria.
- 2.3 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.

- 2.4 The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- 2.5 The Parish Council will assess the likelihood of any particular asset being at risk of disposal by another organisation, by means of dialogue with that body, to enable the Parish Council to prioritise any community asset transfers.
- 2.6 Recognition of the grant from Holme Valley Parish Council must be made in any publicity.

3. What happens when my application is received by the Parish Council?

- 3.1 All grant applications will be acknowledged by the Clerk; applicants will be informed of the date when the application will be considered, and a grant application number will be applied. This should be quoted in all future correspondence relating to that application. Applicants are encouraged to attend the Committee meeting when their application will be considered, to support their application.
- 3.2 The application (only) will be distributed to all Members of the Community Assets Support Committee (by email or post, as appropriate) with the Meeting Agenda.
- 3.3 Before the meeting, the Chairman of the Community Assets Support Committee and the Clerk/Responsible Financial Officer will assess the application, to check all supporting documentation and to ensure that the application meets the Council's criteria. An appropriate recommendation will then be made to the Committee at its meeting.

4. How will the application be assessed?

The Chairman of the Community Assets Support Committee and the Clerk/Responsible Financial Officer will look at the following:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- How the organisation or group is managed - as indicated in the Constitution.

5. What happens next, if your application is successful?

- 5.1 The Clerk will write to you to confirm the grant has been approved, to confirm the amount of money agreed and any specific conditions which may have been applied.
- 5.2 When you accept an offer of a grant you agree to the Council's terms and conditions.
- 5.3 The Council pays grants by cheque, made payable to your organisation (in accordance with the Council's Financial Regulations); it will not issue the grant in the name of an individual.
- 5.4 If, as part of any conditions, you are required to submit copies of paid invoices, these should be made out in your organisation's name and dated after the date the grant was approved – the Council does not fund retrospective projects.
- 5.5 It is important that the conditions as detailed in section 4 (above) are adequately complied with, with a report and photographs supplied **within two months** of the completion of the project.