



Dunchurch Parish Council

Terms & Conditions for Community Grants

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, charities all must be of a non-commercial nature.

Any grant application must be seen to be of benefit to residents of Dunchurch Parish.

How can the grants be used and how are they decided?

Grants can only be used for capital projects and not for revenue support.

Any grant awards are made at the discretion of the Parish Council, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.

The Parish Council will hear the application and make a final decision at the next Parish Council after receiving the completed application form and associated documents. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities and evidence of the sustainability of the project.

The availability of funds is dependent on the Council's overall financial position and future commitments when allocating its resources.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

When and how should an application be made?

All applications are to be made on a form that can be obtained from the Parish Clerk or the Parish Council website. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

What is required with the application?

Full and complete copies of your signed, certified and audited accounts for the last two years (only if your organisation has been in existence for that period), plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.

A detailed budget plan and supporting evidence.

A copy of your organisations Constitution, Terms of Reference or Rules.

The number, or percentage, of members that belong to the organisation and that live within Dunchurch Parish.

Details of any restrictions placed on who can use/access the organisation's services.

Evidence of other awards towards the project, e.g. lottery funding, other bodies.

Quotes or tenders must include:

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote); and
- the supplier's company registration number (if they are a limited company).

Dunchurch Parish Council expects applicants to get the best value for money for any equipment, so applicants will need to give a detailed justification if they haven't used the cheapest quotes. Quotes may be checked against market rates. The following reasons will not be accepted as sufficient justification for why the applicant has not used the cheapest quote:

- the location of the supplier;
- the fact they have bought from a supplier before; or
- any offers the supplier makes about future service or maintenance of equipment.

If an applicant is proposing to buy second-hand equipment, at the point of claiming their grant, they must provide a declaration from the seller that proves:

- the original proof of purchase;
- it hasn't been bought using public funds in the last 7 years;
- it meets health and safety legislation;
- it has at least 5 years' useful life remaining from the date of the final grant payment; and
- it does not cost more than the market value for new equipment.

VAT

Dunchurch Parish Council will not cover reclaimable VAT.

What will not normally be funded

The following will not normally be funded:

Private individuals.

The activities of political organisations.

The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.

General operational and maintenance costs.

Events that have already occurred, equipment already purchased, works already started or completed.

Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

Organisations that have a closed or restricted membership.

Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

“Upward funder” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive and may be added to at the council’s discretion.

Grant conditions

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Should for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be paid back.

Prior approval of the Council is required if any change of purpose of the grant is required.

Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.

The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.

To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

Reporting

All grants awarded will be subject to a 6 month ‘report back’ to Dunchurch Parish Council as to the progress and/or community benefit. Failure to return a ‘report back’ may result in the Council asking for all or part of the monies to be paid back.

Publicising the Grant

Dunchurch Parish Council requires that grants are publicised. The requirements will be set out in the grant agreement letter. Successful applicants will be required to:

mention the grant in any press releases, online communications and websites; and

display a poster, plaque, or billboard including the Dunchurch Parish Council logo.

Non-compliance of publicity requirements is a breach of the funding agreement and may result in your grant claim being reduced, withdrawn or reclaimed.

Applicants must cover the cost of publicising the grant and this cannot be included in claims for grant reimbursement.

Changes During the Grant Period

The applicant is expected to use the grant money to purchase items as specified in the application and grant funding agreement. During the grant period, exceptional circumstances may arise where applicants need to change elements of a project. Applicants must inform Dunchurch PC in writing immediately and where appropriate seek a contract variation.

Applicants must inform the Dunchurch PC about any changes to a project, for example:

changes to use of buildings, equipment or any other assets bought with the grant;

disposing of or selling any of the assets;

closing, selling or transferring the organisation that is associated with the grant.

This applies during the project and for five years after the payment of the grant. Agreement to an amendment is not automatic and if the applicant goes ahead with a change that Dunchurch PC does not agree to, there may be an obligation to repay the grant.

Any queries to The Clerk, Dunchurch Parish Council, School Street, Dunchurch, CV22 6PA

01788 817550 Mobile 074747 070561 email clerk@dunchurchp.org