Spooner Row, Suton & Wattlefield
Community Council
Where community matters

# Grant Policy

Spooner Row Community Council will consider applications for funding from groups that can demonstrate 'local village interest'. This is by membership of more than half of the group or meeting location of the group within the boundaries of the Community Council.

## Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Community Council will benefit the residents of Spooner Row, Suton or Wattlefield.
- The group must be able to demonstrate that there is a 'need' for the funding.
- The group must be formally constituted and have a management committee, written records of decisions made.
- The group must have sound financial records and demonstrate sound financial planning.

No grants can be made to individuals, schools, religious organisations or organisations that have received funding in the previous financial year.

## Scope of Grants

Applications will be considered for the following purposes:

- For purchasing equipment either in part or in full.
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs (rent or re-occurring fees) of a viable group that is experiencing a period of hardship but not for providing insurance or costs that would be usual for the operation of the group.
- For hosting special events or celebrations
- For the provision of recreational facilities

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## Conditions

- Multiple applications within a 12-month period will not normally be considered.
- Prior approval of the Community Council is required for any change of purpose of the grant. The Community Council reserves the right to reclaim any grant not being used for the purpose specified in the application.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Community Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- Awards will only be paid to the group who have made the application, into an account in their name as demonstrated in the supporting documentation.

## Promotion

The Community Council will ask for recognition from successful groups in the form of promotion of the Community Council in newsletters or any press releases. The Community Council will also recognise successful groups in its own reports to residents.

## Application Process

Applications should be made by email to the clerk, using the application form.

Payment will only be made into an account in the groups name.

The Clerk will respond to the contact who submits the application and let them know if more information is needed and when the application will be considered. Applications that fall outside of the remit of the policy will be informed without the application being considered by council.

For new organisations, evidence of a planned budget will be required.

Applicants will be invited to a council meeting to answer questions and be informed by the clerk of the outcome within 7 days of that council meeting.

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