

Dickleburgh and Rushall Parish Council

The Community Grant Information and Application Form for Groups

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Dickleburgh & Rushall. Applications will be considered which support the objectives of the Council – to reduce rural isolation and deprivation; improve road safety; to support youth education/activities; to support sporting activities; to improve access; to improve facilities

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 Parish Council will benefit the residents of Dickleburgh & Rushall
- 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.

Principles of the Grant:

1 The grant is available to all community groups that are permanently within the parish boundary of Dickleburgh & Rushall.

2 The grant must fund activities, equipment or training that help the group/organisation and benefit the community.

3 The grant must constitute an amount of money which would contribute towards funding activities or equipment. Evidence must be provided to clearly demonstrate all costs and any funding from other sources. It is unlikely we will fund the full costs of the project.

4 There must, in the proposal, be a clear positive outcome for the organisation that leads to improved performance, facilities or understanding of the organisation.

5 Each application must be unique.

6 The grant must not fund an annual or regular event. It needs to be more of a "one off".

7 All successful applicants will be asked to share their outcome if appropriate, with the wider community e.g. via the website, the Parish News, local groups or the local press etc. photographs would be appreciated.

8 Applications must be made by completing a **Community Grant Fund Group Application Form**. Applicants may be invited to talk informally about their application in order to enable the Grants Committee to come to a decision regarding the application.

9 Grants are annual and limited and will be offered on a first come basis. They will be advertised in both the spring and the autumn of each year. However, applications will be considered throughout the year.

Scope of grants

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- 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 of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.

Conditions

- Multiple applications within a 12 month period will not be considered
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application.
- For established organisations, a copy of the latest set of annual accounts and balance sheet will be required.
- For new organisations, evidence of a planned budget will be required.
- Evidence other sources of funding should be detailed
- Following the end of the project applicants will be asked to share their experience with the wider community, e.g. website, the Parish News, local press (help can be provided with this), photographs are requested when appropriate.

The Grant Process

The funds will be advertised in the Spring and Autumn but are available throughout the year. They will be given on a first come basis and limited.

The Grants Committee need time to make their decision and we do not fund retrospectively and so please allow plenty of time when making an application. You may be asked to attend an informal meeting to explain why you are requesting the grant.

You will be notified of the outcome of your application following a Parish Council meeting where the application is considered. If you are successful, the grant will be paid as soon as possible

Application process

Applications should be made by completing the Community Grant Funding Group Application Form - available from the Parish Clerk
Clerk@dickleburghandrushallparishcouncil.gov.uk
or on the website.

Where to send your application

We prefer to receive applications by email but we will also accept them by post.

When your application form is complete, email it to:

Clerk@dickleburghandrushallparishcouncil.gov.uk

Or post your application to:

Dickleburgh and Rushall Parish Council

“Ganders,”

Langmere Road,

Rushall, IP21 4QB

Promotion

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

Data Protection

The data contained on the application form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner's Office (the ICO).

More information regarding how the Parish Council handles data can be found in its privacy statement.