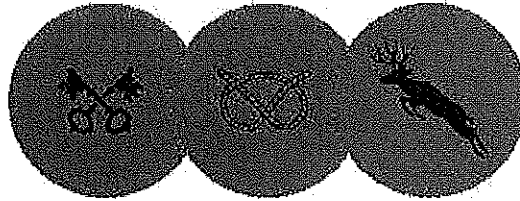


Hednesford Town Council



Gateway to the Chase

COMMUNITY GRANTS SCHEME: 2019-2020 ROUND

GUIDANCE NOTES AND CONDITIONS OF FUNDING

Introduction

The Town Council wishes to assist local voluntary and community organisations with or without charitable status which provide benefits to residents within the civil parish of Hednesford. Please ensure that you read these Guidance Notes and Conditions of Funding before completing the application form. Failure to meet the conditions will mean that your application will be disqualified.

Guidance Notes and Conditions of Funding

1. Community Grant Applications can only be accepted from organisations that provide a benefit to the local community or enhance the image and identity of the civil parish of Hednesford.

For the current year priority will be given to applications focussed on tackling social isolation and loneliness

2. There is a limited Community Grants budget each year and the total amount requested by applicants usually exceeds the amount available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish. Grants will usually be limited to a maximum of £500 but may exceed this amount in exceptional circumstances. Applications that demonstrate commitment through match funding or volunteer contributions are favoured.

3. All applications will be considered in accordance with the timetable shown below. No second application from any organisation will be considered until the scheme year after the expiry of the initial grant award date – except in exceptional circumstances or in an emergency

4. The scheme provides start-up grants for new organisations as well as grants to organisations already operating

5. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Guidance Notes and Conditions of Funding"

6. Applications will not be considered from individuals

7. Applications will not be considered from organisations active or intending to:

- I. support or oppose any political party
- II. discriminate on the grounds of race, gender, age, disability, sexual orientation or religion
- III. promote religious evangelism

8. Applications will not be considered from private organisations operated as a business to make a private profit; however, not for private profit social enterprises may apply
9. Applications will not be considered from “upwards funders”, i.e. local groups whose fundraising is sent to their central headquarters for redistribution
10. Applications may be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, provided funds are not already available from their national bodies, or the funds already available are inadequate for a specified project
11. Statutory duties such as education, health or social services for which the Central Government, Health Authority, District or County Council are the appropriate funder will not be considered; though local schools may apply for projects which would not be considered statutory in their nature
12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body
13. The organisation is required to provide a written Constitution or Governing Document that has been formally adopted by the members of that organisation
14. The organisation must provide, or propose to provide, an activity or service that will be of benefit to the Hednesford community or to a particular group of residents in that community
15. Applicants may include costs for projects, staffing, events, equipment, running costs and other legitimate costs associated with delivering the project or activity. Applicants may not include costs for alcohol or drugs, unspecified contingencies, loans, fundraising costs, or recoverable VAT.
16. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a budget and associated business plan
17. The organisation is required to have a bank account in its own name, which operates with at least two authorised signatories for all transactions
18. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form
19. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations. Where possible organisations who are awarded funding will be expected to attend a reception where they will be presented with their grant and a certificate
20. All grant recipients should complete a Feedback Form and submit it to the Town Council within 6 weeks of completion of their project and no later than 12 May in the year after that of the award
21. All applications will be considered on their merits, but it must be fully understood that there is no guarantee of a grant or a continuing grant

Timetable for Applications

1. Closing date for submission of applications is 1 December in any year
2. A panel of Town Councillors will assess applications in January/February and make recommendations on grants to be awarded to the full Town Council
3. The Town Council determine grants to be made in February and applicants will be informed of the outcome
4. Successful applicants will receive their grants in advance and no later than 14 April in the following financial year

For any enquiries regarding the Grant Scheme please contact:

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