

## **Policy and Procedure**

### **Community Fund**

#### **1. Purpose**

The community fund provides grants of up to £1,000 for capital projects that help and support the community.

#### **2. Funding**

2.1 For the financial year 2023-24, the council has set aside £15,000 to support local organisations with community fund grants.

2.2 Applications can be made for up to £1,000pa.

#### **3. Application and selection criteria**

3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.

3.2 Applications over £500 will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.

3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.

3.4 Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3.5 Any organisation in receipt of a term grant from the council cannot apply for a community fund grant.

#### **4. How much money can be applied for?**

4.1 Community fund grant applications fall in to two categories: projects up to £500 and projects up to £1,000.

4.2 Projects up to £500 require minimal supporting documentation and match funding isn't an absolute requirement. Projects over £500 require 50% match funding of the total project cost, and a higher level of supporting documentation.

#### **5. What can the grant be used for?**

5.1 The grant can be used for the purchase of materials and equipment, or the provision of a service that makes Lyme Regis a better place to live, work and play.

## **6. What can't the grant be used for?**

- 6.1 Any costs not directly associated with the project.
- 6.2 Retrospective funding, i.e. money already spent.
- 6.3 Paying off debts already incurred.
- 6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

## **7. Other**

- 7.1 Groups and organisations applying for a community fund grant must:
  - 7.1.1 comply with this policy and procedure.
  - 7.1.2 complete an 'end of project' report.
  - 7.1.3 spend their grant money within the financial year.
- 7.2 Groups and organisations applying to the community fund must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies
- 7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.
- 7.4 Applications to the community fund can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications.

## **8. Application Process**

- 8.1 The application must:
  - 8.1.1 state the main activities of the organisation
  - 8.1.2 provide details of the project
  - 8.1.3 explain who will benefit from the grant and how
  - 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
  - 8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding
  - 8.1.6 demonstrate how the organisation will inform others that it has received funding from the council
  - 8.1.7 The availability of community fund grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **9. Supporting evidence**

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution, if available

9.1.3 an application signed by two of the organisation's officers.

9.2 Applications for grants over £500 must be supported by details of the organisation's current financial status, e.g. copies of most recent bank statements/passbook.

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **10. Selection process**

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.

10.3 An Extraordinary Full Council meeting will be arranged in late-March/early-April to consider applications to the community fund.

10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

## **11. Reporting process**

11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:

11.1.1 explain how successful the project was

- 11.1.2 explain who benefited from the community fund grant and how many people it helped.
- 11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

## **12. Timetable**

- 12.1 The annual timetable is:
  - 12.1.1 end-January –community fund opens for applications.
  - 12.1.2 end-February – deadline for applications.
  - 12.1.3 mid-March/Early-April – final date for officers to have gathered and collated required info.
  - 12.1.4 end-March/early-April – Extraordinary Full Council approves grants.
  - 12.1.5 April – successful applicants awarded funding, projects start.
  - 12.1.5 end-February (of following year) – deadline for 'End of Project' reports (in time for considering new applications).