

ROTHBURY PARISH COUNCIL

COMMUNITY GRANT & CAPITAL GRANT

APPLICATION CRITERIA

COMMUNITY GRANT

Section A - The aims of the Rothbury Parish Council Community Grant system

1. To support voluntary and community groups/organisations to enhance existing activities and help deliver new projects and events that will make a positive impact for residents and visitors within the town.

Section B - Who can apply & for how much?

1. The scheme is open to any voluntary/community or not-for-profit group or organisation based in or predominantly serving Rothbury.
2. The Parish Council decides on the total amount of grant available as part of its annual budget process.
3. There is no set grant amount but as the Council has a finite budget, the amount available will depend on the annual budget and the number of qualifying grant applications. Only in exceptional circumstances will a grant exceed £2,500.
4. Applicants should note that they may not receive the full amount requested in their application.

Section C - What cannot be applied for?

Rothbury Parish Council will not provide grants for the following:

1. Campaigning or political purposes
2. Profit making groups/organisations
3. Commercial activities
4. Retrospective funding
5. Revenue start-up costs or revenue items such as salaries (unless salaries are specific to this project/activity)
6. Entertaining/Catering
7. National organisations, unless the grant will be used for the specific benefit of Rothbury residents/visitors
8. Grant giving organisations/groups
9. Personal expenses

Section D - Grant Conditions:

1. The application must be on the Rothbury Parish Council Grant Application form and a separate form completed for each project / activity.
2. The application must include the organisation's latest set of accounts including any reserves held (not applicable if the organisation is less than 15 months old).
3. A bank statement, which is no older than three months, in the organisation's name.
4. The application must include a copy of the organisation's constitution.
5. If your project/activities involve children or vulnerable adults your application must include a copy of the organisations child & vulnerable adults protection policy.
6. Applications to other sources of funding for the same project/activity must be declared.
7. Applicants who hold more than two years financial reserves must explain the reason why financial support is being requested.
8. A report must be submitted to the Parish Council by the applicant within 3 months of completion of the project/activities which should include how the grant was spent. Failure to comply may result in future applications being rejected.
9. Only one grant per organisation per year will be given unless there are exceptional circumstances agreed by the Council.

10. The grant must be used for the purpose for which it was requested.
11. Rothbury Parish Council reserves the right to recover the grant if the purpose for which the grant is awarded is not fulfilled.
12. For audit purposes, the successful organisation must provide a receipt for the grant
13. If the grant recipient can recover VAT, then the VAT cannot be included in the grant application

Section E - How will applications be assessed?

1. Applications will be considered by the full Parish Council and assessed against the Council's stated aims and conditions.
2. Applicants are advised to give as much information as possible as insufficient information may result in the application being declined.
3. Benefits to the residents/visitors of Rothbury are clear.
4. Consideration will be given to the available budget, the financial status of the applicant and the merit of the application.
5. The Council will assess if your organisation or group is well managed and will use the grant effectively.
6. The Council will take into account whether the applicant has previously received an award and how effective the grant has been (see D11).
7. Applicants should note that they may be requested to give additional information.
8. In the event your application is unsuccessful you will be contacted and advised the reason.

Section F - When can applications be made?

1. To allow time for processing and delivery, all applications should be submitted at least 10 days before a scheduled Parish Council meeting.

Section G - How will grants be paid?

1. When a grant is approved by the Full Parish Council and all conditions satisfied, a bank transfer for the agreed amount will be paid to the applicant.

ROTHBURY PARISH COUNCIL

COMMUNITY GRANT & CAPITAL GRANT

APPLICATION CRITERIA

CAPITAL GRANT

Section A - The aims of the Rothbury Parish Council Capital Grant system

1.To support voluntary and community groups/organisations to enhance facilities which the Parish Council has the power to provide, and that will make a positive impact for residents and visitors within the town.

Section B - Who can apply & for how much?

- 1.The scheme is open to any voluntary/community or not-for-profit group or organisation based in or predominantly serving Rothbury.
- 2.The Parish Council decides on the total amount of grant available as part of its annual budget process.
- 3.There is no set grant amount but as the Council has a finite budget from which to give grants, the amount available will depend on the annual budget and the number of qualifying grant applications. Only in exceptional circumstances will a grant exceed £5,000.
- 4.Applicants should note that they may not receive the full amount requested in their application..

Section C - What cannot be applied for?

Rothbury Parish Council will not provide grants for the following:

- 1.Campaigning or political purposes
- 2.Profit making groups/organisations
- 3.Commercial activities
- 4.Retrospective funding

Section D - Grant Conditions:

- 1.The application must be on the Rothbury Parish Council Grant Application form and a separate form completed for each project / activity.
- 2.The application must include the organisation's latest set of accounts including any reserves held (not applicable if the organisation is less than 15 months old).
- 3.A bank statement, which is no older than three months, in the organisation's name.
- 4.The application must include a copy of the organisation's constitution.
- 5.If your project/activities involve children or vulnerable adults your application must include a copy of the organisations child & vulnerable adults protection policy.
- 6.Applications to other sources of funding for the same project/activity must be declared.
- 7.Applicants who hold more than two years financial reserves must explain the reason why financial support is being requested.
- 8.A report must be submitted to the Parish Council by the applicant within 3 months of completion of the project/activities which should include how the grant was spent. Failure to comply may result in future applications being rejected.
- 9.Only one grant per organisation per year will be given unless there are exceptional circumstances agreed by the Council.
- 10.The grant must be used for the purpose for which it was requested.
- 11.Rothbury Parish Council reserves the right to recover the grant if the purpose for which the grant is awarded is not fulfilled.
- 12.Land will have to be owned by the applicant, or a long term lease in place and confirmation provided that the owner agrees with the work proposed.

- 13.Planning permission/building regulations will need to be in place for the proposed work and there should be no covenants affecting the proposed development.
- 14.Three quotations must be provided for the capital expenditure
- 15.For audit purposes, the successful organisation must provide a receipt for the grant
- 16.If the grant recipient can recover VAT, then the VAT cannot be included in the grant application
- 17.That there is an understanding re any possible repayment of the grant if, for whatever reason the work is not completed or the land/building is sold within an agreed time scale
- 18.There are no circumstances by which the land could be taken back by the owner.

Section E - How will applications be assessed?

- 1.Applications will be considered by the full Parish Council and assessed against the Council's stated aims and conditions.
- 3.Applicants are advised to give as much information as possible as insufficient information may result in the application being declined.
- 4.Benefits to the residents/visitors of Rothbury are clear.
- 5.Consideration will be given to the available budget, the financial status of the applicant and the merit of the application.
- 6.The Council will assess if your organisation or group is well managed and will use the grant effectively.
- 7.The Council will take into account whether the applicant has previously received an award and how effective the grant has been (see D11).
- 8.Applicants should note that they may be requested to give additional information.
- 9.In the event your application is unsuccessful you will be contacted and advised the reason.

Section F - When can applications be made?

- 1.To allow time for processing and delivery, all applications should be submitted at least 10 days before a scheduled Parish Council meeting.

Section G - How will grants be paid?

- 1.When a grant is approved by the Full Parish Council and all conditions satisfied, a bank transfer for the agreed amount will be paid to the applicant.

GRANT APPLICATION FORM

Before completing this form please read the attached grant application criteria.

Name of person making application:	
Position held in Group/Organisation:	
Name of Group/Organisation:	
Contact address:	
Telephone No:	
Email:	
Website:	
Description and status of Group / Organisation and its aims and objectives:	
When was the Group/Organisation formed:	
Where is Group/Organisation based:	
Geographical area covered:	
Number of volunteers:	
Number of paid staff:	
Describe the project/activities covered by this application:	

Explain how the project or activities will benefit Rothbury residents / visitors:

What is the total cost of the project/activities:

How much grant are you requesting from Rothbury Parish Council:

What will the grant be used for:

From which source will the balance be paid: (If you have applied to other sources of funding please list sources, amounts requested and received).

Any other information that you think is relevant to your application: (images can also be submitted, if relevant)

Please tick if the following have been enclosed (see Grant Criteria Section D):

Three quotations for capital works:

☐

Latest set of accounts including any reserves held:

☐

A bank statement not more than 3 months old:

☐

A copy of your organisation's constitution:

☐

A copy of your organisation's Child/Vulnerable Adults Protection Policy:

☐

Completed applications should ideally be emailed to rothburyparishcouncil@hotmail.com but if being posted please send to: C Miller (Proper Officer), Rothbury Parish Council, 14 Addycombe Close, Rothbury, NE65 7QF