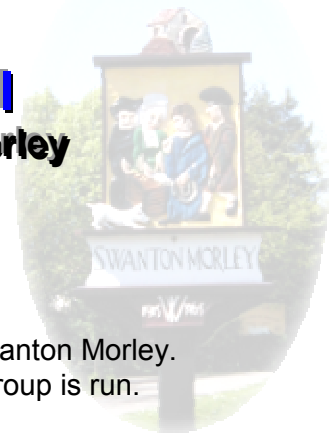


Swanton Morley Parish Council

Grants for the Benefit of People of Swanton Morley



Eligibility

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

- The group must be located in Swanton Morley or benefit the residents of Swanton Morley.
- The group must have a constitution or an agreed set of rules by which the group is run.
- The group must have its own bank account.
- If the group deals with children or vulnerable adults, it must have a Child Protection Policy and/or a Vulnerable Adults Policy.

New groups that are being established to benefit the people of Swanton Morley will also be considered.

The following will not be considered for grant funding:

- Individuals
- Businesses

A group may apply more than once upon completion of the original project.

Projects That Will Be Considered (Non Exhaustive)

- New Activities
- Expanding Existing Activities
- Training
- Computers
- Equipment Hire
- Musical Instruments
- Sports Equipment
- Educational Toys
- Play Equipment
- Building Work (with proof of land ownership or right to build on leased land)

Projects That Will Not Be Considered (Non Exhaustive)

- Salaries
- Payment of Utility Bills
- Purchase of Used Road Vehicles.

Evidence

Applicants will need to:

- Prove that their project can fulfil its aim in order to benefit the people of Swanton Morley.
- Have performed a feasibility study to prove that there is a true need in the village. This will need to include a calculation of how many people the group believes the project will benefit and how they calculated this figure. This should also include realistic timescales for the project.
- Prove that they have received at least three quotations for the project costs to ensure that the village receives Best Value for the scheme.

Finance

The Parish Council will operate two grant schemes:

- 1) **Small Grant Scheme** - This scheme will be available for grant requests of up to a maximum of £500. The Parish Council will consider funding 100% of all requests. Decisions will be made within one month of the Parish Council receiving an application.
- 2) **Large Grant Scheme** – This scheme is designed for projects that are requesting over £500 in grant funding. To ensure that the Parish Council receives Best Value for the money it holds, groups are encouraged to look at other sources of funding with a view to the Parish Council match funding* any other offer. This process not only benefits the group by increasing the

potential for monies received for the project but also benefits the village by making the money the Parish Council holds go further. If there is no additional grant funder available then the group is encouraged to make up any shortfall by fund raising. The Parish Council will operate a policy of match funding 50%** of total project costs. A decision will be made by the Parish Council within three months of receipt of the application.

Please be aware that the Parish Council is restricted by law on how much money it can donate to some projects. If the Parish Council has no legal power to donate to a project it will exercise its right under Section 137 of the Local Government Act 1972. Monies donated under Section 137 are restricted and will also depend on how many groups applying fall into this category. If your project does fall into this category we will advise you as soon as possible, as it may affect the money you can receive.

Payment of Grant Monies

When a grant is successful, payment of grant monies will be made directly to the group that applied for the grant. To claim the grant money, a letter must be received from the group in addition to a copy of the invoice(s) from the supplier/contractor as proof that the grant money is to be spent as per the application. Invoices must be received by the first of the month for payment that same month.

Project Reporting

When a grant has been agreed, the Parish Council require an update on progress of the project at six monthly intervals until the project is finalised. The Parish Council will require a report upon project completion as to the success of the project and the money spent.

Declaration

Whoever signs the declaration on the application form takes overall responsibility for this funding on behalf of the group and they must be 18 years age or over.

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 it's own reports to parishioners.

Revocation of Offer

The Parish Council reserves the right to revoke any offer of grant funding if it feels that the terms on which the offer was made have been broken. The Parish Council urges any group with an offer of grant funding to approach the Parish Council at the earliest opportunity for assistance if there is any part of the project that is in jeopardy. The clerk can be contacted on 01362 692032 and will endeavour to assist in any area of the application.

*** Match Funding**

Other groups that may be able to assist with your project are:

- Awards for All – A scheme funded by the National Lottery that supports projects for local communities. Tel: 0845 600 20 40 Web: www.awardsforall.org.uk
- Big Lottery Fund – A lottery funded group that funds projects to help improve health, education and the environment. Tel: 0845 4 10 20 30 Web: www.biglotteryfund.org.uk
- Rural Development Programme – Part of Norfolk County Council that fund village hall users Tel: 01603 222216
- The Arts Council – Distributes Government and Lottery Funding to projects involving the arts. Tel: 0845 300 6200 Web: www.artscouncil.org.uk
- Heritage Lottery Fund – Helps communities celebrate our diverse heritage. Tel: 0207 591 6000 Web: www.hlf.org.uk

A helpful list for grant funds can be found at http://www.norfolkcrcc.org.uk/wiki/index.php/Funding_sources_for_community_projects

** The Parish Council reserve the right to amend this figure at its discretion.