RED LODGE PARISH COUNCIL

Red Lodge Parish Council Small Grants Scheme

Red Lodge Parish Council Grants

Red Lodge Parish Council has the authority to make grants under the Local Government Act 1972, s137, which allows a local authority to spend a limited amount on activities for which it has no specific power but which the Council considers 'will bring direct benefit to the area, or any part of it, or all or some of its inhabitants'. Red Lodge Parish Council grants are made for the benefit of people and projects local to Red Lodge. Applications will only be accepted from not for profit organisations and charities, which operate within the Parish boundary and provide direct benefit to all or some of the Parish's residents.

Red Lodge Parish Council has a limited budget available to support community groups and therefore only one application per group will be granted in any one financial year. The Council will at all times prefer to support as many different groups as possible with the resources available. Councillors decide on an annual basis the budget for grant allocations each year. It is therefore very important that all questions on the application form are answered as fully as possible and that the application includes the information and documents requested on the form.

The Parish Council's Grants Scheme aims to support organisations that provide any of the following benefits to Red Lodge :-

- Environmental projects and improvements.
- Promotion of sports & healthy lifestyles.
- Provision of arts, cultural and historical activities.
- Organisation of events and activities that promote the Parish of Red Lodge.
- help to vulnerable groups, e.g. people on low incomes, elderly, organisations working with participants who have a disability.

Please note the following:-

- Applications from organisations working with 0-18 year olds are particularly welcome.
- Applications from residents groups are particularly welcome where they can demonstrate a need for extra funds.
- The Council could favour applications from organisations that have not received a grant before.
- The Council could favour applicants that show evidence of other fund-raising activities or where a Council grant is being used as match funding.
- The Council could favour applicants that show they are requesting funding that will provide benefits in the short medium term and long term.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place. Applicants will also be expected to demonstrate that they have adequate public liability insurance for their organisation. Information on where to obtain information on public liability insurance is available from the Parish Council Office.

Small Grants Scheme

This grant scheme is for small projects and start-up costs for organisations. Applications will be considered on a first-come first-served basis. The decision will be made by councillors once all the relevant paperwork being received. This grant is for new activities/services/equipment/events and not normally for routine general maintenance or running costs.

Who can apply?

Any organisation or group, whether incorporated or not, can apply for a grant provided the organisation or group provided that it: -

- is a not-for-profit group or charity operating for the benefit of the community in Red Lodge;
- has aims and objectives that are clear and well defined and are real benefit to the community of Red Lodge;
- seeking funds to specifically use to further its aims and objectives;
- can demonstrate that it is aware of health and safety requirements;
- has a working child protection and/or vulnerable adults protection policy if working in this area;
- can use the grant within one year. We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems and an extension to be agreed if there are special circumstances. If a project does not ultimately proceed as planned we would expect the grant to be returned;
- has a bank account in the name of your organisation or group. Ideally there should be more than one signatory.

This information will need to be provided and/or confirmed in your application.

Information to be provided by only new organisations or groups that have been established for less than 12 months at the time of making an application

- Why you wanted to start the new group and a copy of your draft constitution, founding document or set of rules signed by an officer of your organisation.
- How the organisation is managed and who is on the governing body.
- Evidence of any support from people wanting to join or run the group.
- Details of how you know there is a need for the activities/services you want to offer.
- As new a new organisation or group you will not be able to provide a set of accounts for last year. However, we would need to see at least 3 continuous months of bank statements and an estimate of your income and expenditure for your first year.

This information will need to be provided and/or confirmed in your application.

Information to be provided by only well-established small and unincorporated organisations or groups with an annual income of less than £2,000

- A copy of your constitution, founding document or set of rules signed by an officer of your organisation.
- How the organisation is managed and who is on the governing body
- A summary income and expenditure statement for the past financial year supported by copies of bank statements.

This information will need to be provided and/or confirmed in your application.

Information to be provided by well-established incorporated organisations or groups with an annual income of more than £2,000

- A copy of your constitution, founding document or set of rules signed by an officer of your organisation.
- How the organisation is managed and who is on the governing body
- A set of annual accounts verified by a person independent of the organisation or group. The name and address of the person verifying the annual accounts must be clearly set out.

This information will need to be provided and/or confirmed in your application.

What will not be funded?

- Applications will not be considered from “upward funders”, i.e local groups whose fund-raising is sent to a central headquarters for redistribution.
- Applications will not be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specific project.
- Religious activities and political parties/activities however applications from religious groups will be considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- Applications from education, health or social services establishments will be considered where it is not a statutory responsibility and the organisation can demonstrate that it is working in partnership with other groups and where there are ongoing benefits to the wider community.
- The Council is prevented by statute from giving financial assistance to individuals.
- General maintenance and running costs.
- Grant applications will not be made retrospectively.

When a grant will have to be repaid

You will also be asked to complete a simple report to say how you used the grant and to confirm that the money has been spent as agreed.

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant must be repaid. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the Police and may be prosecuted.

Data Protection Act 2018

In signing the application form, you give permission for Red Lodge Parish Council to use the information that you provide:

- For establishing your entitlement to a grant;
- Inclusion on a computerised register maintained by Red Lodge Parish Council; and during the life of a grant, if awarded, to administer and analyse applications and grants;
- Your application will be shared with councillors in order that they can make an informed decision;
- The details of your application may be made public. However, individual contact details or bank information will not be published.

The decision-making process

We aim to make our grant making and assessment process as open and clear as possible. Councillors will receive a copy of your application and it will be discussed at a public meeting of a Council Committee. Once the grant has been approved, applicants will be required to sign an agreement with the Council before any funds can be disbursed.

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The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

The application form does not necessarily reflect all the information used by the Council to decide on applications. The Council may seek additional information to check your application and organisation.

Please submit all enquiries and completed application forms to either:

Parish Clerk
Red Lodge Parish Council
Red Lodge Sports Pavilion
Hundred Acre Way
Red Lodge
IP28 8FQ

Or

By email: -

clerk@redlodgeparishcouncil.gov.uk

RED LODGE PARISH COUNCIL

Name
Organisation Address

GRANT ACCEPTANCE AGREEMENT

I agree the following conditions on accepting the small grant from Red Lodge Parish Council.

- I agree to report back within 12 months proving financial information detailing how the grant was used and what difference it made to the people of Red Lodge.
- I agree to acknowledge the support of Red Lodge Parish Council.
- If for any reason that the organisation is unable to spend the money within the 12-month period, you agree to return the money or ask for an extension.
- I understand that the Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent with 12 months of the award.

Signed _____

on behalf of [organisation details]

dated _____