

Community Grants Policy



Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs of a non-commercial nature may apply to Lydbrook Parish Council (the Council) for grant support.

Any grant application must be seen to be of benefit to residents of Lydbrook.

How can grants be used and how are they decided?

Grants will generally be used to support capital projects.

However, in some circumstances revenue support may be granted, where the social value created by the organisation would be significantly diminished or lost without it.

We will not Fund.

- The activities of political organisations.
- The activities of religious organisations, unless they can show that they operate clear and open community activities that do not require membership or connection to the organisation and that the application will be of benefit to the community.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or costs of services, equipment, or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

When and how should an application be made?

The Council will accept applications at any time during the fiscal year that can be met out of its grants budget. Larger applications (greater than £500) may have to be included in the Council's budget for the following fiscal year. Check with the Parish Clerk if you have any queries.

All applications are to be made on a form available from the Parish Council's website (www.lydbrookcouncil.co.uk) or from the Parish Clerk (clerk@lydbrookcouncil.co.uk).

What is required with the application?

- The application form.
- Full and complete copies of your audited accounts for the last two years, plus bank statements for the past 3 months. These should also be signed by a member of your organisation, indicating their position held.
 - If you don't have yearly accounts, as you're a new organisation (less than 15 months old), we'll still look at your application.
- A detailed budget plan [of how the grant will be used] and supporting evidence.
- A copy of your organisation's governing document e.g. The Constitution, Terms of Reference, or Rules.
- Evidence of other awards towards the project, e.g. lottery funding, grants from other bodies.

- If you have had a previous grant from the Council, include the associated progress report.

The grant application will not be progressed if these requirements are not met.

As part of the grant review process, further information may be requested, prior to a decision being made.

Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose in the application.
- Organisations are responsible for ensuring they are in compliance with all the legal and statutory requirements.
- Should for any reason the organisation disbands during the period of the grant the Council may require all or part of the grant monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk. **Until the grant monies have been expended or the project completed, six-monthly progress reports, on the use of the grant, shall be submitted to the Council.**
- Acknowledgement of the financial support received from the Council is required on documentation and any other promotional literature or other media operation. **To not do so may mean funding being withdrawn.**
- To remain eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, sexual orientation, disability or age, (except for obvious reasons such as becoming a member of a youth organisation), and political or religious persuasion.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.