

# ODD RODE PARISH COUNCIL

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## Special Grant– Funding Scheme

### Introduction

The Parish Council is keen to encourage projects in the community that will offer benefits to all residents.

The role of the village halls and other institutions is greatly valued and the Council tries to support their activities by holding meetings at the venues whenever possible but also by giving financial assistance by means of modest annual grants.

The Council wishes to extend the grant system and has agreed to adopt a new initiative called the **Special Grant Scheme** that will fund and encourage local organisations to undertake more ambitious projects. This is a new scheme which will deliver a non-repayable capital expenditure grant. It is designed to help non-profit making organisations, in the Parish of Odd Rode, carry out a major project which will generate extra income and therefore be self-sustaining.

The maximum value of the special grant will be £20,000 which can be awarded annually. The Council may release funds, up to the total of the grant, on a phased/progress/milestone basis.

The project can be a new activity or facility and, therefore, may be considered as an investment in the future of the Parish. It is expected that the completed project will have a minimum lifetime of 10 years.

The scheme is **not** meant to deliver funding for day to day running expenses or for maintenance of existing facilities.

### Objectives of the Special Grant Scheme are:

- To enable local existing community based, non-profit making organisations to provide new or enhanced facilities, goods or services for the residents of Odd Rode and the surrounding area.
- To initiate suitably approved projects which will need to have demonstrated, that when completed, they are self-sustaining and will not require further funding from the Parish Council.

## **Who can apply:**

To qualify for a grant the organisation must:

- Meet one or more of the priorities listed in the criteria below
- Operate within the parish boundaries of Odd Rode.
- Provide value for money
- Be a voluntary or community group or registered charity
- Have a set of accounts or, as a minimum, an organisation bank statement
- Have a properly constituted management committee or set of rules
- Have Safeguarding Children Policy specific to their club where children and young people are involved.
- Have in place an adult protection policy where vulnerable or older adults are involved
- have their own bank or building society account with 2 signatories.

## **Project Criteria:**

In order to enable the Parish Council to make informed decisions, the following is a list of items that applicants must have considered.

Documented evidence for each will be required.

### *The Organisation (who are you, what will you do for the community?)*

Objectives

Organisation Structure

Description of activities and facilities

How many residents are currently actively involved with the organisation

Current financial accounts and status.

### *The Proposed Project*

Description

Desirability

Utilisation

Feasibility Statement

Location

Outline drawings/plans and any other relevant information including:

- Relevant planning applications
- Project plans
- Management structure.
- Contingency Plans
- Funding

### *Benefits*

What are the benefits?

- Who and how many residents of the community will benefit?

- Will there be benefits to the wider local population?
- Will any other local organisations or businesses benefit?
- Could the completed undertaking provide any jobs for local people?

Does the project:

- enhance the quality of life of Odd Rode residents
- Increase involvement in the community
- Attract more participants/volunteers
- show innovation and creativity
- provide direct participation by members of the local community.
- demonstrate the potential to be sustained in the future

### Costs

Capital Costs

e.g.

Materials  
Labour  
Equipment  
Other

Total project costs - how much money is required (specify any other contributions)

Running Costs

e.g.

Day-to-day  
Maintenance  
Staff  
Other

Anticipated Income

e.g.

Rent/hiring  
Subscriptions  
Profits  
Other

### **Criteria for funding**

Priority will be given to applications for voluntary and community sector projects and activities which satisfy the following:

#### **Equality and Diversity**

In delivering the services or activity the organisation must not unlawfully discriminate, directly or indirectly on grounds of gender, race, colour, ethnic or national origin, disability, sexual orientation, religion, belief or age.

## **Monitoring**

Funded groups are required to keep financial records (receipts and invoices) of how the grant is spent and send them with a final report form once the project or activity is completed. **Failure to complete this return will result in no further grants of any kind being made to your organization by Odd Rode Parish Council.**

### **What can't be funded:**

- Work which has already taken place before receipt of offer letter
- Individuals
- General appeals or sponsorship; fundraising for national or local charities (including local branches)
- Activities of a mainly political or religious nature
- assistance with providing transport
- refreshments
- projects, activities or events organised for the sole benefit of students of a school or college
- events which do not involve members of the local community participating
- repair costs where deterioration is due to neglect
- Churches, where the project is related only to religious services or activity
- Loan against loss or debt
- Administration expenses (e.g. postage, telephone, utilities etc)
- Running costs (e.g. gas/electricity/water)
- land purchase
- One off events e.g. galas and festivals

### **Reporting & Monitoring:**

The Parish Council will need to be kept informed of progress of the project and, will require regular reports.

### **Examples of Projects might be:**

#### **Tennis Court extension to Village Hall**

Running and maintenance costs recovered by charging for use.

#### **New Kitchen Facility (not upgrading of existing)**

Running and maintenance costs recovered by expected increase in utilisation.

#### **Billiard Room in New roof area**

Running and maintenance costs recovered by expected increase in membership and charges for use.

Sports Facilities (e.g. Sailing Dingy/Archery Range etc.)

Running costs recovered by increase in general club subscriptions

**Completing the application form:**

Below are some notes that may help you to complete the application form.

**Please remember to include a copy of your latest accounts and constitution. Failure to include these may result in your application being deferred to the next round of evaluation.**

**What do you want the grant for?**

- If you want to buy a piece of equipment, tell us what it is for and what benefit it will be in the community.
- If you want to improve facilities tell us where the work will take place (location, building), what you will do and how the community will benefit.
- When thinking about who will benefit, tell us how many people will directly use the new equipment or facilities. What types of people or groups are they, i.e. young, older, disabled, disadvantaged. How the project or activity will make a difference to the quality of life of people directly or indirectly.
- Tell us how you decided the project or activity was needed and if you consulted people including local groups or residents.
- If your project will involve the implementation of Health & Safety recommendations, then tell us what benefits and extra income may be derived.