

BURTON AGNES PARISH COUNCIL

Community Grant Scheme Guidance Notes

These guidance notes are intended to support local organisations in applying for community grant funding from the Parish Council. Grants are awarded to not-for-profit groups and organisations that can demonstrate a clear benefit to the local community.

Purpose of the Grant

The Parish Council provides funding to support projects and activities that enhance the quality of life for residents. Each application is considered on its own merits, and decisions are made by the Council or its appointed committee.

Grant Amount

- Applicants may apply for funding up to £1,000.00
- Where a project costs more than the amount requested, applicants should show how the remaining funds will be secured.

Eligible Projects

Applications should demonstrate benefit to the community, such as:

- Supporting local events, arts, and cultural activities
- Encouraging tourism and promoting the local area
- Providing recreational, educational, or social opportunities
- Supporting community buildings and shared spaces
- Improving safety or wellbeing of residents
- Protecting local heritage or environment
- Enhancing community engagement and inclusion

Eligibility Criteria

- Applicants must be not-for-profit organisations serving the local community
- Projects must provide clear community benefit
- Organisations should have a governing document (constitution or similar)
- Appropriate insurance must be in place
- A bank account in the organisation's name is required
- Financial records should be available where applicable

Ineligible Applications

- Requests for retrospective funding (projects already started or completed)
- Loan repayments or contributions to reserves
- Projects for individual benefit only
- Activities of a political or religious nature
- Commercial or profit-making activities
- Projects that are a statutory responsibility of another body
- Organisations that have already received funding in the same or recent financial years

Conditions of Grant

- Funding must be used for the approved purpose only
- The Council may request evidence of expenditure or progress
- Recipients may be required to provide feedback or evaluation
- Acknowledgement of the Council's support should be made in publicity materials
- Unused or misused funds may need to be repaid

Application Process

- Applications can be submitted throughout the year
- Completed applications should be sent to the Parish Clerk
- Applicants may be asked to provide additional information
- Decisions will be communicated following the relevant Council meeting

Assessment Criteria

- The level of community need and benefit
- Value for money and realistic budgeting
- The number of people who will benefit
- Evidence of other funding or match funding
- The organisation's ability to deliver the project