

GRANTS POLICY & GUIDELINES

General Principles

Nayland with Wissington Community Council is able to support local community or voluntary not-for-profit organisations for the benefit of Nayland with Wissington residents. This may be to help fund a specific project, purchase of equipment or event costs. In addition, small grants are available to help and encourage young people from the parish to reach their full potential.

Subject to funding being available, Nayland with Wissington Community Council is committed to maintaining and improving the range of activities and facilities within Nayland with Wissington for the benefit of its residents in line with the aims of its Constitution. Nayland with Wissington Community Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money and ensuring that Community Council funds are spent in a responsible manner.

The Council's financial support is provided by way of grants which are considered on their merit against a range of criteria set by, and which can be amended from time to time by, Nayland with Wissington Community Council. These guidelines are designed to give a general indication of need but are not exclusive and can be flexibly applied. In general, the following principles apply:

- Funding may be given on a need basis, merit of the project and overall benefit to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Nayland with Wissington or the environment of Nayland with Wissington.
- Organisations should not make a presumption that funding will continue on a year to year basis.

General Conditions

- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Nayland with Wissington in general.
- Detailed estimated costs for the project will be required and it should be noted the Council will not normally totally fund a project as applicants are expected to raise some of the costs themselves.
- Applicants will be expected to have investigated other funding sources where possible/applicable.
- Awards will not normally be considered where spending has taken place prior to approval.
- Costs for general routine maintenance of buildings and equipment would not normally be eligible.
- Grants will not be awarded for organisations to pass on money to others.
- Whether the funding sought is realistic in relation to the applicants' financial resources.
- Successful organisations will be required to provide feedback, usually by submission of letter or a report to the CC at a meeting, to confirm how the grant has been spent and to show who benefited from the project.
- Where possible/applicable last years accounts or a financial statement should be submitted with the grant application.
- Grant criteria may be applied flexibly for individuals or small/informal community groups.

General Funding Criteria for Community Grants

Organisations applying for grants are required to meet the following criteria. We ask that:

- Applications for grants must be made on the Council's application form. Requests made by letter, email or telephone will not be considered unless supported with the application form.
- Applications are considered at the Council's bi-monthly meetings and must be received by the deadlines; two weeks before the meetings, as published on the Community Council's website, their minutes or the Community Times.
- An application form is available to download on the grants page of the Community Council's website or by telephoning: 07788 954309.
- Completed forms should be returned by e-mail to the Chair: rachel_hitchcock@hotmail.com or by post to: Mrs R Hitchcock, 21 Stoke Road, Nayland, Colchester CO6 4JD.
- If you have any queries or require help in completing the application form, please contact: 07788 954309.

APPLICATION FOR GRANT

Name of Organisation:

Name of Applicant:

Address:

Telephone:

Email:

Position held in the Organisation:

How many members in your Organisation:

Number residents of Nayland/Wiston:

Aims and Purpose of the Organisation:

What project or activity would the money be used for and how would it benefit Nayland with Wissington?
Use a separate sheet if necessary.

What is the total cost/s of the project or activity? *Use a separate sheet if necessary and provide quotes.*

Please specify funding from other sources (*external grants, fundraising, own contribution etc*).

Specifically, how much money are you requesting from the Community Council towards the project or activity?

Any further information to support your application? *Use a separate sheet if necessary.*

Signed:

Dated:

All questions on this form must be completed but you may attach supporting information.

Returned this application by e-mail to the Chair: rachel_hitchcock@hotmail.com or by post to:
Mrs R Hitchcock, 21 Stoke Road, Nayland, Colchester CO6 4JD.