



COMMUNITY GRANTS TO LOCAL COMMUNITY ORGANISATIONS

Duston Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Duston and its residents.

This document outlines Duston Parish Council's guidelines for grant making. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support.

CORE PRINCIPLES

Our grant scheme will be open to competition and advertised to the public:

- In our noticeboards
- Through our website (www.duston-pc.gov.uk)
- Through advertising in various publications
- Social media

We will ensure that our grant making activity is:

- Open
- Transparent
- Fair
- Competitive
- Supports strategic priorities identified in our plans, and issues facing Duston

GENERAL INFORMATION FOR APPLICANTS

It is Duston Parish Council intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Priority will be given to applicants who have **not previously received grants** from Duston Parish Council

- Grants up the value of £1000 are available
- At our discretion we may award a sum greater than £1000

WHO IS ELIGIBLE TO APPLY

The following organisations may apply to the Parish council for a Community Grant

- a. A Duston based charity
- b. An organisation serving the needs of the residents of Duston
- c. Resident(s) of Duston requesting grant aid with a project/event, which will be for the benefit of the local community
- d. A Duston based club/association/charity serving a specific section of the community or the community as a whole
- e. A local branch of a regional or national organisation/group which serves the needs of the residents of Duston

WHO AND WHAT IS NOT ELIGIBLE TO APPLY

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects

- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Duston Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda

WHAT CAN BE FUNDED

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area. We are looking for your ideas, but whatever you decide to do; it must be something that will improve the social, environmental and /or economic profile of Duston.

Additionally:

- Help will be given to new or informal groups of people who have formed to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs..

THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A GRANT PRIORITY

- Projects where there is a large shortfall in the funding needed required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

CONDITIONS OF GRANT

- Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets
- Financial support can be only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as “Restricted Funding”. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must not be distributed to any other organisation

PART B – APPLICATIONS GUIDELINES & PROCEDURE

Before completing your application please spend time on preparation and planning. You need to consider:

- **Who will be involved:** What different skills do people in your group have and how much time can they commit to it? Will you need help from another organisation to make your idea work? It is important to identify somebody as the contact person who will sign forms, deal with the paperwork and be the contact person for the Parish Council.
- **Consultation:** Do local people support your plan and can you demonstrate this?
- **Costs:** Have you got a clear idea of how much your project will cost? Do you need to raise more money and if so, from where?
- **Timescale:** When planning your project remember that things often take longer than expected.
- **Completing the form:** Make sure you answer all the questions. If you are not sure that something is relevant, include it in any case – too much information is better than too little. Make sure you keep a copy of the completed application. If in doubt please speak to the Parish Council.

HOW TO APPLY

- Complete the application form
- Submit completed application form along with all relevant additional information requested to the Parish Executive Officer before the published deadlines
- Applications received after the deadlines will not be considered.

HOW DECISIONS WILL BE MADE

Community Grants are considered at the scheduled Finance & Facilities Committee Meetings (dates available on request or in our noticeboards and website).

All applications will be considered but you may not receive the full amount of grant you apply for. The Parish council reserves the right to refuse an application if it feels that it is not in the interests of Duston as a whole.

On receipt of the application it will be assessed by the Parish Executive Officer and a nominated Councillor on the following criteria:-

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

WHAT HAPPENS NEXT

- If your application is successful you will be sent a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.
- When the project is finished, we will ask you to provide copies of invoices related to the project

Data protection Statement

The information collected on the grant application form and from supporting evidence, by Duston Parish Council will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Duston Parish Council, nor use information about you for other purposes unless the law permits us to.

Duston Parish Council is the Data Controller for the purposes of the Data Protection Act 1988. If you want to know more about what information we have about you, or the way we use your information, you can contact the Parish Office.