

## Brookthorpe-with Whaddon PARISH COUNCIL

### PARISH GRANT SCHEME – TERMS OF REFERENCE

These terms of reference were agreed at meeting held on 5<sup>th</sup> January 2010

Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.

2. The scheme will support both capital and revenue projects. Projects with total cost of £500 and below will be eligible to apply for funding.
3. Groups will apply to the fund using the agreed application form
4. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent audited accounts, including an up to date balance sheet
  - b. A copy of the constitution or rules of the group
  - c. Provide proof that the group has a bank account with two signatories.
  - d. Provide a 12 month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
5. The deadline for applications will be 18<sup>th</sup> October each year
6. Groups can apply once per year but may bid for a number of elements of a project in the application.
7. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
8. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
9. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
10. Retrospective applications (ie for projects already completed) will be allowed. Council will adjudge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.