

**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

2 Rows Terrace, Plough Bank, Montgomery, Powys. SY15 6QD

28th OCTOBER 2009

**Proceeds from the Waste Re-cycling Site
and
Terms of Reference of Green Grants Scheme**

1.0 Introduction and Background

- 1.1 The waste re-cycling site at Harry Tuffins was adopted by CCC on 1st August 2001 by arrangement with Powys County Council. This arrangement replaced the one in place, whereby the site was managed entirely by Powys CC with proceeds from the re-cycled material going into Powys CC funds
- 1.2 By adopting the site, the proceeds would come to CCC, for distribution to local groups or projects
- 1.3 The scheme thus tries to address:
- a) promotion of local environmental awareness and re-cycling
 - b) money raised locally (by waste re-cycling) is distributed locally by the community council via grant or awards scheme
- 1.4 CCC set up a working group to devise and recommend how CCC might manage such a scheme of grant awards. The recommendations were presented and adopted by CCC 18th December 2001, and reviewed and amended 28th October 2009 as below..

2.0 Title

- 2.1 The title of the scheme is to be memorable, eye-catching and encapsulate something of the nature of the scheme and shall be as follows

'CHURCHSTOKE COMMUNITY COUNCIL ANNUAL GREEN GRANTS'

3.0 Scope

- 3.1 The scheme is open to community groups and organisations operating and delivering activities within the boundaries of the Churchstoke Community Council area.
- 3.2 The scheme is not open to individuals

- 3.3 The broad scope of grants (without making it so restrictive as to be inflexible) will include activities as follows,
- arts
 - education
 - environment & conservation
 - recreation & sports
 - social
 - other groups at Council's discretion
- 3.4 The maximum level of application and maximum level of award shall be £300 per application.
- 3.5 The process will be run on an annual cycle of 'Application – Assessment – Award'.
- 4.0 **Criteria for Assessing Grant Applications**
- 4.1 CCC adopts fixed criteria against which to measure all applications for grant awards.
- 4.2 The criteria must be seen to be fair so that all applicants are asked the same questions and applications are measured against the same criteria. The criteria should be easily understood by applicants, and a small number of questions should suffice, as follows:

Criterion	Requirement
Maximum level of application	£300
Maximum level of award	£300
Number of members of group	Equal or greater than 10
Purpose of group	Must be defined and fall into one of the broad categories above
Purpose of application	Must be defined and fall into one of the broad categories above
Proof of expenditure	Applicant must agree to provide proof of expenditure if requested (failure to do so could result in requirement to repay)
Chairman and Treasurer	Required
Bank Account	Required

5.0 **The Process**

- 5.1 The process will operate by the following means:
- A Green Grants Panel will be established by Council, consisting of all Members of the Council.

- The Green Grants Panel will oversee the process and make recommendation on awards to full council. Full council will make the final decision on the awards.
- The Clerk to the Council will support the panel in its work.

5.2 The process is timetabled follows:

- Financial accounting is conducted on an April to March cycle
- March – notices are posted announcing that applications are invited for Green Grants Awards on the standard application form
- March, April, May – applications are submitted on the standard form
- 31st May – closing date for applications
- June-July – CCC determines the final figure which is to be available from Green Grants scheme i.e. the proceeds from the preceding financial year
- June-July – Green Grants Panel assesses applications and recommends awards
- June-July – full council resolves on the recommendations of awards
- August – awards are made and presented at a promotional and publicity event.

6.0 **Resolved by Council 28th October 2009**

6.1 To establish a Green Grants Panel of all Members of the Council

6.2 To adopt the Title, Scope, Criteria, and Process as set out above.

end

E J Humphreys

Clerc i'r Cyngor / Clerk to the Council