



**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

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**Churchstoke Community Council – Annual Community Grants
Terms of Reference of the Scheme
Approved by Council 29th June 2023**

For reasons of openness, fairness and transparency, Council emphasises that, applications will NOT be considered unless they meet the purpose, scope and criteria outlined in these Terms of Reference, and full supporting documentation is provided.

1.0 Introduction and Purpose of Terms of Reference

- 1.1 To provide clarity and guidance to potential applicants, applicants, council, and the general public on objectives, criteria, and requirements of the scheme which will be applied consistently, fairly and regardless of prior knowledge.
- 1.2 To provide accountability and mechanism to deal with funds entrusted to and administered by the council.

2.0 Title of Scheme

- 2.1 The title shall be 'Churchstoke Community Council – Annual Community Grants'.

3.0 Purpose of Scheme

- 3.1 The Annual Community Grants Scheme is a small grants scheme which aims to support projects or community activities which benefit at least 10 people, delivered through community, voluntary, or self-help groups which,
- carry out work in the community
 - provide a sustainable long-term benefit to the community
 - extend access and participation, increase skill and creativity, or generally improve the quality of life of people in their area
 - support principles of equal access and opportunity
 - are not otherwise excluded for reason of being outside scope of the scheme.
- 3.2 The direct benefit to the community should, in the opinion of the community council, be proportionate to the spending.

4.0 Scope of Scheme

4.1 Organisations which may apply

- Groups and organisations which
 - are established for social and charitable purposes rather than pursuit of profit (and which reinvest surpluses in their community activities) AND
 - which operate and deliver activities within the boundaries of the Churchstoke Community Council area or for people living within the boundaries of the Churchstoke Community Council area AND
 - are open to all and allow anyone to join, unless there is a good reason why this is not appropriate.

- This may include,
 - voluntary and community groups/ organisations and clubs
 - registered or unregistered charities
 - schools – subject to certain exclusion of activities below
 - self-governing branches of larger organisations which have their own governing document and be allowed to manage funds separately from the parent organisation and staff without referring to parent body or another body, subject to certain exclusions below
 - animal support groups which provide clear evidence of the benefits to the people of the Churchstoke Community Council area

4.2 Activities (capital or running cost) which may be accepted:

- arts and entertainment
- care, health and/ or well-being
- cultural or built heritage
- education and skills
- environment, climate and/ or conservation
- recreation and/ or sports
- social.

4.3 Priority Themes

From time to time, the community council may identify 'Priority Themes' and applications which support these themes will be processed in the allocation of funds before applications which do not support a priority theme. Details of priority themes will be identified in publicity.

4.4 Organisations which may not apply

- Groups other than community, self-help and voluntary groups. Groups which use their surplus for the benefit of a business or individuals are also excluded from the scheme
- Party political organisations or organisations which directly support or campaign for party political organisations
- Armed forces/ cadets
- Companies Limited by Guarantee unless they are a registered charity or a not-for-profit company or a Community Interest Company
- Organisations applying for, or on behalf of, another organisation
- Individuals, and/ or sole traders, and/ or private-profit-making organisations
- Statutory organisations (other than schools)
- National organisations unless being a branch which has its own governing document and manages funds, staff and activities separately from the parent organisation without reference to the parent body or another body
- Supporting organisations whose purpose is to support or give wider benefit to another organisation
- In addition, the scheme is unlikely to fund organisations that are in poor financial health, or those that have had a previous grant(s) which have not been managed satisfactorily, or where the council has not received a report about a previous grant. Groups with more than 12 months running costs in free reserves are unlikely to be supported with a grant, unless their running costs are exceptionally low or they can provide acceptable justification for that level of free reserves.

4.5 Activities which are not accepted

- Schools activities: grants will not pay for activities or services that schools have a statutory responsibility to provide. This means activities that are in the school curriculum or directly related to it.
- Overseas activities: the scheme will not support projects for the benefit of communities overseas. However, the scheme does accept applications from groups from the community who will be travelling overseas as part of their project where the principal benefit lies with this group.
- Grant or loan schemes: Funding for the establishment of financial grant and loan schemes is excluded from the scheme
- Religious worship: the scheme will not support activity that is deemed to promote a particular religion. For example, an application to refurbish a building that is owned by a particular religious group but is open to all members of the community would be considered, but an application for prayer mats or new religious texts would not be supported
- Core activities of statutory services: statutory services seeking funding for core activities such as a school library or essential hospital equipment are excluded from applying. However, statutory services seeking funding for special projects or initiatives that do not form part of their core provision are included
- Party political activity: the scheme cannot support fundraising, campaigning or any other activity associated with any political party
- Improvements to property not owned by the applicant or leased to the applicant for a period of less than 5 years, are excluded from the scheme.

5.0 **Criteria for Validating and Assessing Grant Applications**

5.1 CCC adopts fixed criteria against which to measure all applications for grant awards.

5.2 The criteria must be fair, and seen to be fair, so that all applicants are asked the same questions, and applications are measured against the same criteria. The criteria shall be of a nature that they can be easily understood by applicants. It is stressed that applications which do not meet these criteria (including provision of the supporting documents) will not be accepted as valid. Criteria shall be as follows:

Criterion	Requirement
Maximum level of application and award	£250.
Purpose of group	Must be defined and meet purpose & scope of scheme and not be specifically excluded.
Purpose of application (activity)	Must be defined and meet purpose & scope of scheme and not be specifically excluded.
Proof of expenditure	Applicant must agree to provide proof of expenditure if requested (failure to do so could result in requirement to repay) and adhere to the Terms and Conditions of the grant.
Chairman and Treasurer	Required, and identified on application form.
Bank Account	Required in the same name as the applying group and identified on application form. The bank account should have at least two signatories, who must not be related to each other.
Supporting Documentation	Financial statement required (most recent end of year accounts and bank statement).

A signed copy of the constitution/ governing document required. (A governing document sets out in writing how an organisation works. It may be called a number of things, such as a constitution, memorandum and articles of association, set of rules or trust deed. It explains what your organisation is set up to do and how it does it).

Evidence of what, if any, reserves the organisation holds. If your reserves are greater than one year's running cost then please explain why this money should not be spent funding the activity.

5.3 The only exception to the requirement for supporting documentation, is that the scheme shall permit application and grants for the set up of new groups without a constitution, accounts and bank statements.

6.0 Process, Timetable and Formula

6.1 The process shall be as follows:

- A Community Grants Committee is established annually by Council
- The Community Grants Committee will oversee the process and make decision on awards to full council, subject to authorisation of payment by Full Council
- The Clerk to the Council will support the committee in its work and administer the scheme.

6.2 The annual timetable shall be as follows:

- Financial accounting is conducted on an April to March cycle
- Spring – notices are posted announcing that applications are invited for Community Grants Awards on the standard application form
- Spring – applications are submitted on the standard form
- Summer – Community Grants Committee assesses applications and makes awards
- Summer – full council approves payments
- Autumn – awards are made and may be presented at a promotional and publicity event
- Following March – deadline for reports on activity to be received by the council.

6.3 The formula for award shall be as follows:

- Consider if all applications are valid under the criteria in the Terms of Reference, and discard those that are not
- For remaining applications, deal first with applications meeting priority themes
 - Consider total sum requested against the total sum available
 - a) If total requested is less than total available, then all applications may be paid in full and the process ends
 - b) If total requested is greater than total available, then use the mechanism of apportionment by formula as follows:
 - Divide total sum available by the total number of applications
 - Take the result and award all applications below this value, up to the amount they have requested, and set aside those applications as completed

- The remainder sum goes back into amount to be allocated amongst remaining applications
- Process is repeated until all funds are awarded or all applications have been met up to the amount requested
- Repeat the process for applications not meeting priority themes.
- Excess funds will be retained for future years.

7.0 Wider responsibilities of Applicants

7.1 The Council wishes to make clear the wider responsibilities of applicants, which do not fall on the council as a result of award, as follows:

7.2 Projects working with children, young people or vulnerable adult

- It is the responsibility of applicants to have acceptable safeguarding policies and procedures for children, young people and vulnerable adults in place.

7.3 Insurance and safety

- It is the responsibility of applicants to ensure they have adequate insurance in place. This should include cover for assets purchased or activities run using the grant.

7.4 Equal Opportunities

- We expect projects to be open to all who want to be involved, unless the group can give a good reason why this should not be the case. If the group plans to restrict who can take part you should explain why in the application, so that we can consider if this is acceptable.

8.0 Data Protection Statement

8.1 Churchstoke Community Council will be collecting and holding data about applicants and referees (including names and addresses) and will use the information supplied on the application forms to administer requests for a Community Grant, analyse grants and for its own research purposes. The community council may share the information with auditors, accountants, and government bodies in the interests of safeguarding public funds.

8.2 By accepting a community grant the applicant and/or applicant organisation is accepting the community may use application information in publicity and reports.

9.0 Terms and Conditions of the Grant

9.1 The terms and conditions below set out the basis for the grant award as a contract with the council,

- The community council's decision on your group's application for funding is final and it will not enter into any discussion about the decision
- Applicants are limited to ONE application to the scheme per year, unless publicised otherwise by the community council
- The council can ask your group for extra information to support your application
- If your group does not spend all the funding we provide, it must return unspent money to the council within six months of the estimated end date of the project, as set out in the application
- The council can ask your group to return the funding in full if it finds that you have used it for a purpose other than that set out in your application
- The amount the council provides is final and it will not increase if your group overspends or has worked out costs incorrectly

- The council will not be responsible for any spending (on assets, equipment, or your project) that arises before your group receives the letter confirming details of the funding provided
- The council does not have to issue further amounts for a particular project once funding has been provided, although your group can apply for further help Your group is only eligible to reapply to the scheme annually
- The council can use your group's name and address, the information it provides about what your group does, and the information your group provides about the project it is seeking funding for in any publicity and marketing relating to the scheme. This includes, but is not limited to using this information in the press, council publications, websites, and social media channels
- The council may use the information your group provides to contact it for additional information relating to funding, for example to request information or quotes relating to how it has used funding, to request photographs of your group or to arrange interviews or photography with your project/group in relation to funding
- Your group agrees to tell the council about any details which should be kept confidential
- The council may check on projects being carried out with help from the scheme, and your group agrees to co-operate with any follow-up visits
- The council may withhold all or part of the funding, or recover all or part of any payment from your group, if the council discovers that:
 - your group has broken any part in this contract
 - any information in the application form or a supporting document was incorrect or misleading
 - your group or the project ends for any reason

• **Your group will provide the council with a written report on the activity undertaken with the grant by the following March. Failure to provide a written report will mean that no further applications by your group for financial support will be considered.**

End

Document Version Control			
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