

## **Denby Dale Parish Council Community Grant Aid Scheme**



### **Guidance and support for applicants**

The Community Grant Aid Scheme is a scheme put in place to offer help to local organisations. This Scheme has a specific remit in that it aimed at groups that would otherwise be struggling due to loss of other funding.

This scheme is not to be confused with the Community Grant Scheme. Application forms are available on our website. All applications must be accompanied by the appropriate supporting documentation detailed below before they can be considered.

Grants are considered monthly at Full Council meetings ( as per our calendar), or four times a year at the Finance Committee meetings.

### **Who can apply?**

- For all our grants we only fund activities in Denby Dale Parish, so your application should be for work that takes place within this area.
- Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the Denby Dale area - where the benefit will be for this area alone and that are currently facing difficulties due to cuts in funding from previous charitable and public sector sources.
- Groups that apply must have a governing document (constitution, rules, memorandum or articles of association etc.) unless they fall into the categories of a church or school. Owing to the nature of this grant it is expected that all groups applying are compliant with this.
- Groups must also have a bank account in their own name with at least two unrelated signatories.
- Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Denby Dale area, where there will be obvious benefit to the local area.
- The Parish Council will consider any previous grant made to an organisation or group when considering a new application.
- No grant will be awarded to or for any commercial venture for private gain.
- Grants for £10,000 or over must be accompanied by a Business Plan.

### **What can you apply for?**

- Each application will be considered on its merit and the amount of the award will be at the discretion of the Parish Council.
- Funding is available for both revenue and capital costs. Revenue funding includes staffing and rental costs however, these must be justified and explained in detail. It is expected that the funding of such costs will be time limited and only in exceptional circumstances. The Parish Council will not fund such costs over a continued period so groups must consider their longevity and value long term to the community.

- You must be able to explain what you will do with the grant, who will benefit and how you know the work will be effective. You should be clear about the outcomes of your project and be able to evidence them.
- You must be able to demonstrate what will happen to your organisation if you don't secure grant funding.
- Community Interest Companies and social enterprises with a good business plan can apply for reorganisation funds.
- The Parish Council will give Grants to Churches providing that they can prove community value. Monies cannot be given for religious purposes.
- We do not fund projects retrospectively.
- Grants may be available upfront or in instalments, at the discretion of the Council. Progress and evidence of spend will be monitored regularly to ensure the grant is being used for the purpose it was intended.
- The purpose for which the grant is made must be in the interest of the Denby Dale Parish area or any part of it or all or some of the inhabitants of the Denby Dale area which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
- The project for which funding is sought must not seek to duplicate or compete with an existing facility or compromise the viability of an existing facility.
- Groups are required to provide at least two quotes for purchases/items and or a rationale for spend, depending on the purposes of the grant being applied for. It is expected that a detailed spend of the grant is set out in a spending plan which fully explains the specific circumstances of the project.

## **Environmental Remit**

Denby Dale Parish Council resolves to amend its grant application forms for the addition of a section to consider the climate, environmental and sustainability impact of proposals as a part of the grant application.

## **How will the application be assessed?**

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant and within any timescales specified.
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised locally. This is the matched funding that your group plans to contribute to the project. We do not specify a percentage expected for match funding, each project is considered on its individual merits.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source. Kirklees Council provide a funding advisory advice. This is a free service where groups can register and search for funding opportunities. You can find this portal by typing Kirklees 4 Community in your search engine.
- How the organisation or group is managed, as indicated by the constitution.

- Is the project sustainable in the longer term after the parish grant has been spent? NB: if your group has substantial reserves more than what you are applying for, you must provide an explanation for this.

### **What happens if you are successful?**

- We will write to you to confirm the grant has been approved and to confirm the amount of money agreed.
- When you accept an offer of a grant you agree to our terms and conditions.
- We pay grants by bank transfer so all bank details must be correctly submitted.
- All grant recipients are required to provide the Parish Council with quarterly reports for up to 18 months after being granted the award. The first report falling due after 3 months of obtaining the grant. You will be reminded of this obligation by a Parish Councillor who will have been given the responsibility to monitor the spend of the grant.
- The Parish Council reserves the right to pay the grant in instalments and to stop payments if quarterly reports have not been submitted and/or progress has been unsatisfactory. This may also result in grant clawback should the grant not be spent appropriately. In this case an invoice would be issued, and repayment made immediately.
- Recognition of the grant from Denby Dale Parish Council must be made in any publicity. We can send the Parish Council logo in various formats to assist with this.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be invoiced in full, and the grant clawback condition of the grant application process actioned.

Finally good luck with your project, we hope that it will be successful and further benefit the Community that Denby Dale Parish Council serves.

Draft Community Grant Aid Scheme  
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