

SURREY HEATH BOROUGH COUNCIL

COMMUNITY FUND GRANT SCHEME FOR GRANTS UP TO £25,000

About the scheme

The Council has its own 'Community Fund' from which it provides grants of up to £25,000 to assist local not for profit organisations with the delivery of community projects.

To qualify for a grant from the Community Fund applications must fit with the Council's 5-Year strategy.

Any non-profit making community/voluntary organisation serving all or part of Surrey Heath can apply for a community fund grant. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.

Grants are available for amounts up to £25,000. The Council will pay up to 75% of a project that does not exceed £2,000 in total and will pay up to 50% of project costs for projects that cost between £2,001 and £25,000 in total.

The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore all grants are awarded at the Council's discretion and there is no right of appeal if an application is refused.

No retrospective applications will be considered.

Grants will be considered for

- Equipment purchase
- One-off events
- Building projects
- Start up costs

Grants will not be considered for

- General running costs
- Endowments
- Loan payments
- Activities promoting specific religious or political beliefs
- Salaries, wages, honoraria

Grants will not be made to

- Statutory Authorities or Schools/Colleges
- Trading/profit making companies
- Individuals or funds set up to benefit an individual

Assessment

In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this.

In particular, there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

- The existing funds/fundraising ability of the applicant;
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance;
- The extent of support for the project in the local community;
- The extent to which the project recognises diverse needs and social inclusion.

Applications must be from properly constituted bodies/organisations that are not for profit groups.

HOW TO APPLY?

Once you have considered how your organisation's project fits in with the Council's objectives and you have collected all the relevant information required, you are ready to complete an application form.

In addition to completing the application form, you must also submit:

- A copy of your organisation's constitution;
- Copies of your organisation's audited accounts for the last two years;
- Copies of statements of current or investment account balances (as at the date of your application);
- Two written estimates/quotations from contractors/suppliers for the work to be carried out or items to be purchased.

Also, if applicable

- Proof of tenure for works to buildings (if applicable);
- Any architect's plans or sketches and details of planning or building regulation consents (if applicable).

Please note that your completed application form will be a public document and will be published by the Council as part of its Committee paperwork.

WHAT HAPPENS NEXT?

The completed application form must be returned with all supporting documents and information. The Council will acknowledge receipt of your application.

The application process may take several weeks following the relevant closing date as there will be a number of forms to be assessed; therefore, please consider the timing of your application and your project requirements and costs ensuring they are correctly aligned.

It is incumbent upon applicants to provide all requested information, it is not the Council's responsibility to chase information needed to assess applications. Applications will be refused if they have not provided the information requested. Following the Council's decision you will be advised of the outcome and, if you have been successful, any conditions attached to the payment of the grant.

Payment of the grant will be made in arrears, possibly in stages, on receipt of evidence of payment and subject to the grant conditions having been met. Except where alternative arrangements are agreed in advance, all grant aided schemes should commence within a year from approval and be completed within two years of approval. All organisations in receipt of a grant will also be required to submit audited accounts for the year in which the grant was given.

It will be a condition of the award of a grant that an appropriate acknowledgement is made of the assistance received from the Council's Community Fund. This may take the form of publicity of the project that has benefited from receiving Council funds.

The Council will base its decision whether to award a grant or not on the application form and supporting information provided. Organisations will need to address all numbered sections of the application form in full as they form the key criteria for consideration.

The Council's decision to award or not award a grant is final and is not subject to appeal.

For further information and help contact our Community Partnerships Officer on 01276 707464.

REMEMBER: The award of community grants is discretionary, the Council is not required to have such a scheme in place. It is essential, therefore, that in granting applications the Council is able to be satisfied that any award will be of value to as much of the local community as possible and that the spend represents good value for money for local tax payers .

