

Community Fund Policy Terms and Conditions

1. The Community Fund was set up by Ickham and Well Parish Council to provide financial support for a vibrant community life in the parish, encouraging and assisting the efforts of local volunteers. The Community Fund is funded out of the Parish Council precept plus occasional donations from other sources. The Fund provides for: Discretionary grants to non-profit community organisations, groups and individuals to support projects, activities and new initiatives that will benefit some or all of the residents of the Parish of Ickham and Well
2. Eligibility for grants Applications may be submitted by not-for-profit community organisations, groups and individuals, located within the parish of Ickham and Well, that provide services and/or facilities for the benefit of the residents. Exceptionally, applications from organisations or groups located outside the parish but providing benefits to Ickham and Well Parish will be considered.
3. Eligible organisations and groups include charities, voluntary organisations, sporting groups, faith groups, schools, individuals, and local branches of national organisations. Their aims and objectives should have a charitable, benevolent, social, cultural, recreational, or philanthropic purpose with open membership and local control.
4. Projects, activities, and initiatives should provide accessible benefits to some or all residents by means of:
 - a. social, sporting and leisure activities
 - b. improvements to the local environment
 - c. facilities and services to improve health and well-being
5. Ickham and Well Parish Council will only provide financial support where provision is a legal use of Parish Council funds under relevant legislation.
6. Grant applications will be considered from an eligible organisation as a one-off contribution towards a specific project cost, or specific overhead or capital expenditure, normally not including the general running costs of any organisation.
7. Grants will only be made to organisations, groups or individuals who can provide evidence that they are a 'bona fide' organisation; they should have a written constitution, or be a registered charity or, for newly established groups, they should have specific agreed and documented objectives. Community Fund Grant cannot be used to service loans or debt repayments. Potential applicants are encouraged to discuss their project with the Parish Council Clerk prior to submission of the application.
8. All applications for grants from the Community Fund must provide the following information:
 - a. A clear explanation of the proposal's aims and objectives, the overall costs, the funding that is requested from the Community Fund, and details of any financial contributions from other sources.
 - b. A clear explanation of how the proposal will benefit some or all the residents of the Parish of Ickham and Well, and where appropriate, evidence that there is demand for it.
9. All grant applications must be made in writing or in electronic form to the Parish Council Clerk using the application form provided.
10. Applications involving the purchase of equipment or services from a contractor should, where possible, include quotations from three separate providers together with an explanation of the preferred quotation.

11. Projects shall take account of accessibility to buildings and land with no exclusions based on gender, ethnicity, sexual orientation, disability or religious belief.
12. For certain proposals, the organisation or group will need to provide evidence of appropriate insurance cover including public liability insurance.
13. The completed grant application and associated papers must be submitted to the Parish Clerk not less than 21 days prior to the Parish Council meeting at which the grant is to be considered. Details of these dates are available on the Parish Council website, noticeboards or from the Clerk. Further information may be requested before the meeting. Incomplete applications will be returned to the applicant for completion before being considered.
14. Applicants will be notified of the Parish Council Meeting at which the grant will be considered. It is recommended that a representative of the applicant organisation or group attends the Parish Council Meeting to make a submission and answer any questions from the Council. If no representative is present, the application may be rejected or deferred.
15. The application shall normally be for specific future expenditure, and payments from the Community Fund will be paid retrospectively on receipt of invoices showing that the expenditure has been properly incurred. Exceptionally, payment may be made in advance if evidence is provided that this is necessary.
16. Confirmation in writing will be required that the Project has been completed and/or the funding has been used for the agreed purpose.
17. Grant recipients are expected to acknowledge the contribution from the Parish Council Community Fund by positioning the plaque (provided by the Parish Council) in a suitable and approved location, as agreed with the Parish Council.
18. Applicants wishing to extend the time period when the grant will be used, for example if the proposal is delayed, must seek prior permission from the Parish Council.
19. If some or all the funds are not used for the purpose outlined in the grant application the Council will require the grant to be repaid within a 90-day period.
20. The receipt of a grant in one year does not guarantee a grant the following year.
21. All grants are made at the discretion of Ickham and Well Parish Council and must be in accordance with the relevant legislation.

Further information about the fund and advice on preparing applications is available from:

Ruth Davison, Clerk to Ickham and Well Parish Council

clerk@ickhamandwellpc.com

www.ickhamandwellpc.com

Please note the scheme runs from 1st April – 31st March in any given year.

Adopted by Ickham and Well Parish Council at its meeting on 18th July 2023.