



HAWARDEN COMMUNITY COUNCIL
Small Grants Scheme for
Community Groups and Organisations
January 2019



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HAWARDEN COMMUNITY COUNCIL

*SMALL GRANTS SCHEME FOR
COMMUNITY GROUPS AND ORGANISATIONS*

JANUARY 2019



Councillor Ralph Small
Chairman of the Council

Sharron Jones
Clerk and Financial
Officer



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SMALL GRANTS SCHEME FOR COMMUNITY GROUPS AND ORGANISATIONS

The aim of this small grants scheme is to promote and support community activities in our area by providing one off grants for specific items that will support the establishment or development of groups. The grants are not intended to support everyday running costs but to enhance activities and enable the participation of more local people.

There is a standard and straightforward application that should be completed and submitted to the Community Council for consideration. Grants are considered at the Council's Finance Committee meetings twice a year in November and March. Forms can be downloaded from the Council's website or a paper copy obtained from the above address. Applications should be received the month prior to the corresponding Finance Committee as above.

Please note that there is a limited budget set aside each year for community grants. The amount applied for and considered can vary between as little as £50 up to £500. The Council wishes to assist as many eligible groups and organisations as possible so please be aware that you may not receive the full amount requested as this will be dependant upon the number of applications received.

Please note that any grant received from the Community Council can be used as "match funding" for bid to other grant awarding bodies for further funding.

Please ask a Councillor or the Clerk and Financial Officer to help with the completion of your application or if you are unsure of anything.

Please see over for Funding Conditions.



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Funding Conditions:

1. Applications must be for items or projects that benefit the community of Hawarden, comprising the electoral wards of Aston, Ewloe, Hawarden and Mancot.
2. Only applications completed via the application form provided and submitted in time can be considered.
3. Only one grant application per organisation may be made in any one financial year although successful and unsuccessful applicants may apply again in subsequent years.
4. The organisation must be non-profit making.
5. The application must demonstrate a clear need for the item requested and copies of quotes for work, or the cost to purchase equipment must be supplied.
6. Organisations/groups who apply must provide a set of verified account for the previous financial year and any other financial information that may be requested by the Clerk and financial Officer. Newly formed organisations and smaller groups need only submit a copy of their most recent bank statement and, if possible, an anticipated income and expenditure guide for the year.
7. Any money not used for its intended purpose must be returned to the Council via the Clerk and Financial Officer.
8. Successful applicants must acknowledge the financial assistance provided by the Community Council via any publicity, printed material or social media.
9. Grants will be paid via BACS so please ensure that the relevant bank or building society details are included in the application. It is the organisation's responsibility to ensure that the correct information is provided.
10. All successful organisations must produce a short report or letter on how the money has been used by the end of the financial year that the grant has been awarded. This is a condition of the grant funding. Failure to provide this could jeopardise future funding requests.

Exclusions:

The Community Council Small Grants Scheme will NOT fund:

- Individuals
- Profit making/commercial organisations
- Running costs
- Political or religious campaigns
- Statutory bodies to fund core services
- Retrospectively
- Items/projects that could reasonably be expected to be financed by alternative sources



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The lobbying of individual councillors with respect to an application automatically invalidates the application.

The application will be assessed on need, inclusiveness and value to the community. Initiatives which reach new sectors of the community will be particularly welcome as will those that can demonstrate continuing benefit although funding towards an individual event might be considered.

When an application is refused, the applicant will be notified in writing and the reasons for the rejection will be clearly outlined.