

MARDEN PARISH COUNCIL
COMMUNITY FACILITIES WORKING GROUP

Policy adopted by Marden Parish Council on 12 August 2019

POLICY FOR DISTRIBUTION OF FUNDS RAISED FOR COMMUNITY FACILITIES

1. The Objectives of the Marden Community Facilities Working Group Fund

The fund has been set up to receive donations from individual donors and funds raised by the Fundraising Group (a sub-group of the Community Facilities Working Group) to be spent for the benefit of community facilities within Marden parish. Funds are held by the Parish Council, which will be requested to dispense funds as recommended below.

The Community Facilities Working Group (CFWG) will recommend the Parish Council to give funds to trusts or parish organisations that meet the following definition:

“The Objects for which the Trust or Organisation is established are such general charitable purposes for the benefit of the public as the Trustees or Organisation from time to time in their discretion think fit”.

The CFWG will seek to support activities to improve or enhance community facilities within the parish.

2. Priorities for support

2.1 The number of projects which can be supported is, of necessity, limited to the amount of funds available for distribution at any one time. The CFWG has determined that the priorities for funding will be:

- The elderly
- The disadvantaged
- The youth
- Community in general.

2.2 The priorities in this policy will be reviewed on an ongoing basis and may be changed in accordance with the CFWG’s view of the most effective application of available funds at any point in time.

3. Principles in awarding grants

The CFWG will apply the following principles:

3.1 Applications from any individual, group or organisation will be eligible for consideration.

3.2 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the CFWG on their own merits. Although the CFWG will have regard to the outcome of the previous grant, any new application will in no way receive preferential or adverse consideration.

4. Exclusions

A grant of funds will not normally be approved for items or projects not deemed to benefit the community of Marden.

5. Grant application process

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All applications for grants should be made in the first instance to The Clerk, Marden Parish Council for the attention of the CFWG. All applications must be made either online (via the Parish Website) or by a paper application form (both to be completed in conjunction with this policy).

5.1 Information requirements before awarding a grant

Before awarding a grant to a trust or an organisation, the CFWG requires that the application should:

- 5.1.1 Provide the purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;
- 5.1.2 Provide the names of those who are to be involved with the project/work to be carried out and the identity of the person(s) who will be responsible for the administration of the grant;
- 5.1.3 Provide adequate information regarding the identity and financial status of the applicant and/or of the status of the person(s) who will carry out the project/work;
- 5.1.4 Demonstrate that the recipient (whether a trust or an organisation) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes; and
- 5.1.5 Sign the application form.

6. Assessment process

- 6.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the CFWG at their meetings, and the CFWG will aim to write to all applicants informing them of the outcome of their application for funding within one month of the date of the application.
- 6.2 The CFWG will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

7. Monitoring and publication

- 7.1 It is the policy of the CFWG to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out.
- 7.2 Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report.
- 7.3 Should the full grant not be needed, the balance should be returned to the Parish Council.

Review by: September 2020

Signed:

Date:

David Bennett, Chair Marden Parish Council