

		Policy Name: GRANT POLICY Policy Reference: FCC-08	
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Version	Date Adopted	Next Review Date	Reason for change (new, full rewrite, minor change) to reflect legislation.
1	18-05-23	May 24	No changes

1. Who can apply?

Fairfields Community Council will make grants to charities, voluntary organisations or groups based in Fairfields or working in Fairfields which can show that their project will benefit residents. Only two grant applications from any one organisation will be considered within a twelve-month period. We do not offer funding or sponsorship to individuals.

2. What we look for.

The project must offer lasting benefit to residents and contribute to at least one of the following:

- Training or education
- Environment
- Community safety
- Quality of life

Applications must be realistic and the project must be well run, effectively managed and sustainable.

Applications must be fully and properly completed and other potential sources of funding must be shown.

All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within Fairfields. The percentage of residents who will benefit, will also be required.

3. What we will fund.

Preference will be given to new projects and initiatives and we will consider support for:

- Set-up costs including stationery, advertising, photocopying etc.
- Purchase of equipment, resources etc
- Meeting costs and hire of venues.
- Cost of running activities and events

4. What we will not fund.

- Any activities held for political or religious purposes.
- All activities that will discriminate on any grounds.
- Paid posts.
- Application from private organisations operated as a business to make a profit or surplus.
- Projects fully funded by other organisations.

- Applications from 'upward funders' i.e., local groups whose fundraising is sent to their central HQ for redistribution.
- Expenditure that has already occurred.
- Applications from national organisations or groups with access to 'umbrella' or 'parent' organisations unless funds are not available from their national body or the funds available are inadequate for a specific project.

5. How to apply.

Simply complete the application form and send it to us in good time, ensuring that all relevant documents are enclosed:

- Accounts - if your organisation has accounts, please supply your annual accounts, which should be no more than 15 months old.
- Constitution - include a copy of the constitution if your organisation has one.
- Charities - please supply your charity registration number.
- Quotations - we require where possible a minimum of two quotations for equipment purchase and three for any building work.

6. The application process.

Applications are initially considered at our next monthly council meeting, which usually meets on the second Thursday of each month. **Applicants are required to attend the meeting at which their application will be considered, to explain their application.** The Council will then consider the application when the applicant has left the room.

The applicant will be notified of the decision the next day.

7. What happens next?

If your application is successful, we will make payment by cheque or BACS in the name of the organisation. We do not make payments to individuals.

We will require copies of receipts for the purchases to the value of the grant awarded and a report on how the funding has been used, within three months (This can be extended by discussion)

The contribution from Fairfields Community Council should be acknowledged in any relevant advertising relating to the project/event and your group will also be required to submit an article about your activities for our Newsletter.