



# Chard Town Council

## Community Development Fund

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### **COMMUNITY DEVELOPMENT FUND PROCEDURES AND GUIDANCE NOTES**

#### **Section 1: General Information**

Chard Town Council is committed to supporting and strengthening community participation, activities and events and helping to develop a sustainable welcoming community. The Community Development Fund aims to provide Voluntary and Community Groups with a funding opportunity to support the delivery of projects and activities that benefit the local community.

#### **Who may apply for grant funding?**

Voluntary organisations, community groups or social enterprises operating on a not-for-profit basis for the benefit of the community of Chard. Organisations must have some form of management committee or steering group and a bank account with at least 2 signatories. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.

If your organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Chard.

#### **Who may not apply for grant funding?**

- Individuals
- Organisations with projects which operate outside Chard and do not clearly evidence how they will directly benefit the Chard community.
- Commercial ventures
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- Schools
- Projects/activities that promote one particular faith or religious belief, although the fund could support a faith group delivering something that is open to all.

- Organisations involved in party political activities or other self interest groups
- Any organisation or group that discriminates on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

### **How much can be applied for?**

Applications will be considered for 75% of the total cost of the project/activity up to a maximum value of £1000. The grant may be used to match other funders' contributions.

### **What type of projects can be funded?**

Projects or activities which can be completed within 12 months and will directly benefit residents of Chard. Examples of types of projects or activities that can be supported include purchase of equipment, training of volunteers, marketing activities or subsidising a trip or visit. Priority will be given to projects or activities which support the Town Council's objectives and aspirations for the community. The aims and objectives of the project should be clear and well defined, with specific realistic and deliverable outcomes.

### **What will not be funded?**

- Contributions towards large, general appeals
- General running costs
- Any element of VAT that is recoverable by the organisation
- Retrospective funding for costs that have already occurred.

### **When to apply**

Chard Town Council will consider applications for funding at 3 meetings of the Finance and Audit Committee in 2023/24. Applications should be submitted by the deadline detailed below in advance of the relevant meeting. Applications will be checked upon receipt to ensure all required information has been provided, and if incomplete or additional information is required it must be supplied before the application will be presented to the relevant meeting.

<b>Date of Meeting</b>	<b>Application Receipt Deadline</b>
TBC July 2023	20 June 2023
TBC October 2023	19 September 2023
TBC January 2024	19 December 2023

Written confirmation of decisions taken will be provided within 10 days of the meeting at which the application is considered. Payment will normally be issued to successful applicant by direct payment to the bank account identified in the application form within one month of a favourable decision.

### **Terms and Conditions**

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full. Also, if the Council becomes aware of evidence of dishonesty or negligence which could bring Chard Town Council into disrepute, action will be taken to terminate the grant

Chard Town Council: Community Development Fund Guidance Notes

A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the organisation's accounts. For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.

## Section 2: Guidance on completing the application form

<b>SECTION 1: ORGANISATION AND APPLICANT DETAILS</b>		
Question no.	Question	Guidance notes
1-12	Organisation details	<p><i>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</i></p> <p><i>Organisations must be non-commercial and primarily serve residents of Chard.</i></p> <p><i>Organisations must have a constitution or agreed set of rules.</i></p> <p><i>If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately.</i></p> <p><i>If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i></p>
13	Independent referee	<p><i>This should be someone who is familiar with the organisation and/or project, but is not a member/representative of that organisation.</i></p> <p><i>Referees will only be contacted if deemed necessary by officers.</i></p>
14-26	Funding and your financial details	<p><i>Please provide as much information as possible. If your organisation has a specific quote(s), please enclose this and specify the exact figure. We will consider whether project costs are appropriate and realistic.</i></p> <p><i>Priority may be given to organisations which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind (e.g. volunteer time).</i></p> <p><i>Organisations must have a separate bank account with at least two signatories.</i></p> <p><i>Payment of grant funding will be made by bank transfer.</i></p>
27-28	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity.</i></p> <p><i>Projects should demonstrate a clear benefit to residents of Chard.</i></p> <p><i>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council's aims and aspirations.</i></p> <p><i>Please note that projects or activities cannot be funded retrospectively. Please</i></p>

		only apply for funding if the project/activity can be achieved within a year of receiving grant funding.
29.	Ongoing costs.	<i>Should the project require ongoing funding, please demonstrate how the organisation intends to achieve this.</i>
30-33	Supporting documents	<i>Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited. Start-up organisations without two years of accounts should provide a copy bank statement and a business plan.</i>
29-36.	Declaration and signature	<i>The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project. A report on grant expenditure should be provided back to the Town Council within twelve months of receiving the funds. A template report will be provided to successful applicants. The organisation may also supply a copy of its annual report and accounts, where appropriate. By signing, you give permission for the Town Council to retain and use the information provided. By signing, you acknowledge that you have read and understood this guidance document. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</i>

Should you have any queries not answered above, please contact Chard Town Council on 01460 239567.