



## **FLEXIBLE COMMUNITY FUND APPLICATIONS** **FOR APRIL 2019 TO MARCH 2020**

### **GUIDELINES/CRITERIA AND CHECKLIST**

1. The aim of the Town Council's Flexible Community Fund is to offer small sums of money for extra-ordinary circumstances, or for the purchase of emergency items that cannot wait or fall outside the criteria for the Town Council's Standard Grant Aid procedure.
2. It is open to residents, community organisations and the voluntary sector whose activities and projects are for the benefit of Bognor Regis residents and applications must demonstrate how they meet this objective.
3. All applications will be considered and determined by the Community Engagement & Environment Committee on a discretionary basis and their majority decision will be final.
4. Grants from as little as £25.00 will be considered. The total budget for the Flexible Community Fund is £5,000 per annum and grants will be considered on a first come- first served basis. Once the budget is utilised, the offer will be withdrawn, and no further applications will be accepted.
5. The Community Engagement & Environment Committee will not consider requests from applicants or organisations for any of the following:
  - Those who have previously applied to the Flexible Community Fund within the same financial year (either granted or refused)
  - That fundraise to support their head office for distribution to other areas
  - For items or large amounts of money that would be more suited to the Town Council's Standard Grant Aid
  - For Retrospective funding - for something that has already taken place or been purchased
  - Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
  - Funding for loan payments or outstanding debt or interest
  - Funding to meet staff costs including salary
  - Activities that are of a political or religious nature
  - Activities that involve the use of alcohol, drugs or abusive substances
  - That hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used

For your application to be processed, the Town Council require:

- copies of current bank statements for all bank accounts
- a Chairman's Report/Statement or Constitution
- a copy of the Policy Statement regarding Child Protection (if applicable) submitted with the application.

***No public funds may be paid over until the accounts and reports have been inspected and the Council is satisfied.*** As noted on the application form, these may be provided either at the time of application or after approval, but ***always*** prior to any payment being released.

6. To ensure the safeguarding of public finance any organisation submitting an application ***may*** be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.
7. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for child protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary\* The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. children, people with special needs etc.) follow good practice in protecting such people.

***\*To be submitted with the application***

8. Applicants to provide only the information required as stated on the form.
9. Applicants may be asked to provide additional information.
10. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
11. Should your application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the Flexible Community Fund must be returned to the Council.
12. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

**Failure to comply with these guidelines by not supplying all the required documentation will result in consideration not being given to your application.**

Applications must be made on the form provided by this Council and must be sent to the Clerk at the address given on the application form.

**Please complete the enclosed Checklist and return with your application form**

## **Checklist**

In order to prevent unnecessary delay, please tick and ensure that you have:

- Read the notes for applicants
- Answered all questions
- Ensure you have entered the actual amount of grant requested
- Enclosed a copy of your most recent bank statements for all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed your latest Chairman's Report/statement or Constitution
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- Enclosed copies of estimates for proposals/project

**PLEASE NOTE: Failure to comply with these guidelines by not supplying all the required documentation will result in consideration not being given to your application.**