



GRANT AID DISCRETIONARY FUND APPLICATIONS FOR APRIL 2017 TO MARCH 2018

GUIDELINES/CRITERIA AND CHECKLIST

1. The aim of the Town Council's Grant Aid Discretionary Fund (GADF) is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. It provides financial support for local residents, community organisations and the voluntary sector where their applications fall outside the criteria of the standard Town Council Grant Aid procedure with the intention of improving the range of services and activities in the Town.
2. All applications will be considered and determined by the Community Engagement & Environment Committee on an ad hoc basis and their majority decision will be final.
3. The maximum amount that may be applied for under the GADF is £5,000 and it will be at the discretion of the Committee as to whether the whole sum is given to one applicant or smaller amounts awarded to a number of organisations; the total distributed cannot exceed the budget of £5,000 in any one year.
4. The Bognor Regis Town Council Vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2016-2019 and organisations are required to show how their application would meet one or more of these:

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Take on more devolved services
- Acquiring and creating more community assets

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

5. Under the GADF, the Town Council will fund organisations:
 - Whose activities and projects are for the benefit of Bognor Regis residents
 - That are not providing activities that are of a political or religious nature
 - That do not 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
 - That do not fundraise to support their head office for distribution to other areas

6. The GADF will not fund organisations applying 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

7. The Community Engagement & Environment Committee will not consider requests from applicants:
 - Who have received an award from the GADF previously
 - Who have been refused funding under the standard Town Council Grant Aid process
 - Who have submitted an application to the GADF within the previous 12 months (either granted or refused)

8. To ensure the safeguarding of public finance any organisation submitting a grant application will 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.

9. For your application to be processed, it is essential that a set of the most up-to-date, signed, certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc. 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.

10. 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.
11. Applicants to provide only the information required as stated on the form.
12. Applicants may be asked to provide additional information.
13. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
14. Should your grant 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 grant aid must be returned to the Council.
15. 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.
16. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.

Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

Applications for aid must be made on the form provided by this Council and must be sent to the Clerk at the address overleaf.

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 (overleaf)
- Answered all questions. It is not sufficient to simply attached documents in response to questions. Ensure you have entered the actual amount of grant requested
- Enclosed your most recent certified accounts, appropriately signed or confirmed that these will be provided prior to payment or an explanation as to why not available. **PLEASE NOTE:** Certified Accounts are to be signed by an independent professional person not associated with your organisation
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report) or confirmed that this will be provided prior to payment or an explanation as to why not available.
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- Enclosed copies of estimates for proposals/project
- 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.

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

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.