



FLEXIBLE COMMUNITY FUND APPLICATIONS **FOR APRIL 2018 TO MARCH 2019**

GUIDELINES/CRITERIA AND CHECKLIST

1. The aim of the Town Council's Flexible Community Fund is to support the valuable contribution made by the voluntary sector and to the wellbeing of the community. **It offers financial support for extra-ordinary circumstances for applications that fall outside the criteria of the Town Council Standard Grant Aid procedure**
2. It is open to local 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** £25.00 will be considered at the discretion of the Committee. It will further be at the discretion of the Committee as to whether the whole sum is given to one applicant, however, applications for smaller amounts are encouraged. The total distributed cannot exceed the budget of £5,000 in any one year.
5. 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

6. The Flexible Community Fund 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
 - 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
7. The Community Engagement & Environment Committee will not consider requests from applicants:
 - Who have been refused funding under the standard Town Council Grant Aid process
 - Who have submitted an application to the Flexible Community Fund within the previous 12 months (either granted or refused)
 - That fundraise to support their head office for distribution to other areas
8. 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.
9. For your application to be processed, the Town Council require:
 - the most up-to-date, signed, certified accounts
 - copies of current bank statements for all bank accounts
 - a Chairman's Report 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.

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.

***To be submitted with the application**

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 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.
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 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. It is not sufficient to simply attach documents in response to questions. Ensure you have entered the actual amount of grant requested
- Enclosed your most up-to-date, signed, certified accounts
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed your latest Chairman's Report or Constitution (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.