



Effingham Parish Council

Community Fund

The Community Fund was set up by Effingham Parish Council to provide financial support for a vibrant community life in Effingham, encouraging and assisting the efforts of local volunteers. The Community Fund is funded out of the Parish Council precept plus occasional donations from other sources. The Fund provides for:

- Discretionary grants to not-for-profit community organisations and groups to support projects, activities and new initiatives that will benefit some or all of the residents of the Parish of Effingham.
- Expenditure by the Parish Council to purchase equipment available for use by local community organisations.
- Environmental improvements and projects carried out directly by the Parish Council.

The Community Fund also provides match-funding for projects part-funded by a Guildford Borough Council Concurrent Functions Grant made to the Parish Council.

Eligibility for grants

Applications for grants may be submitted by not-for-profit community organisations and groups, primarily those located within the parish of Effingham, that provide services and/or facilities for the benefit of Effingham residents. Exceptionally, applications from organisations or groups located outside the parish but providing benefits to Effingham residents will be considered.

Eligible organisations and groups include charities, voluntary organisations, sporting groups, faith groups, schools, and local branches of national organisations. Their aims and objectives should have a charitable, benevolent, social, cultural, recreational or philanthropic purpose with open membership and local control.

Projects, activities and initiatives should provide accessible benefits to some or all residents by means of:

- social, sporting and leisure activities, or
- improvements to the local environment, or
- facilities and services to improve health and well-being.

Effingham Parish Council will only provide financial support where provision is a legal use of Parish Council funds under relevant legislation.

Policy on Community Fund grants to outside bodies

1. Grant applications will be considered from an eligible organisation as a one-off contribution towards a specific project cost, or specific overhead or capital expenditure, normally not including the general running costs of any organisation.
2. Grants will not be made to individuals.

3. Grants will only be made to organisations or groups which can provide evidence that they are a 'bona fide' organisation; they should have a written constitution, or be a registered charity or, for newly-established groups, they should have specific agreed and documented objectives.
4. Potential applicants are encouraged to discuss their project with the Parish Council Clerk prior to submission of the application.
5. All applications for grants from the Community Fund must provide the following information:
 - i. A clear explanation of the proposal's aims and objectives, the overall costs, the funding that is requested from the Community Fund, and details of any financial contributions from other sources.
 - ii. A clear explanation of how the proposal will benefit some or all of the residents of the Parish of Effingham, and where appropriate, evidence that there is demand for it within the village.
6. All grant applications must be made in writing or in electronic form to the Parish Council Clerk using the application form provided.
7. Applications for grants of £1000 or more should normally be accompanied by a copy of or link to the financial information of the organisation or group. For existing community organisations and groups this may include accounts for the most recent financial year and where possible, income and expenditure budgets for the financial year when the grant will be used. In some circumstances the Parish Council may request details of all cash and reserves currently held, together with bank statements showing this.
8. The levels of information needed by the Parish Council in order to assess bids to the Community Fund will be proportionate to the level of funding requested. In particular, the higher the sum requested, the greater the need to show that funding is not available from other sources. Applications for significant grant amounts should normally provide evidence of part-funding from other sources, for example grants from other bodies, from fund-raising activities including crowd-funding, or from the applicant's own resources.
9. Applications involving the purchase of equipment or services from a contractor should, where possible, include quotations from three separate providers together with an explanation of the preferred quotation.
10. Projects shall take account of accessibility to buildings and land with no exclusions based on gender, ethnicity, sexual orientation, disability or religious belief.
11. For certain proposals, the organization or group will need to provide evidence of appropriate insurance cover including public liability insurance.
12. The completed grant application and associated papers must be submitted to the Parish Clerk not less than 21 days prior to the Parish Council meeting at which the grant is to be considered. Details of these dates are available on the Parish Council website, noticeboards or from the Clerk. Further information may be requested before the meeting. Incomplete applications will be returned to the applicant for completion before being considered.
13. If the application for a grant is part of a large project, then the grant, if agreed in principle, will not be made until proof of full funding is received.

14. Applicants will be notified of the Parish Council Meeting at which the grant will be considered. It is recommended that a representative of the applicant organisation or group attends the Parish Council Meeting to make a submission and answer any questions from the Council. If no representative is present, the application may be rejected or deferred.
15. The application shall normally be for specific future expenditure, and payments from the Community Fund will be paid retrospectively on receipt of invoices showing that the expenditure has been properly incurred. Exceptionally, payment may be made in advance if evidence is provided that this is necessary.
16. Confirmation in writing will be required that the Project has been completed and/or the funding has been used for the agreed purpose.
17. Grant recipients are expected to acknowledge the contribution from the Parish Council Community Fund in some appropriate manner, e.g. by a small plaque in the case of physical equipment or by written acknowledgement in publicity material, using the wording 'Funded by the Effingham Parish Council Community Fund'.
18. Applicants wishing to extend the time period when the grant will be used, for example if the proposal is delayed, must seek prior permission from the Parish Council.
19. If some or all of the funds are not used for the purpose outlined in the grant application the Council will require the grant to be repaid.
20. The receipt of a grant in one year does not guarantee a grant the following year.
21. All grants are made at the discretion of Effingham Parish Council and must be in accordance with the relevant legislation.

Examples of recent Community Fund Grants:

- New play-tower for small children's playground at KGV
- Lighting for St. Lawrence Church
- Display cabinet for Barnes Wallis exhibition (now available for loan to local community groups)
- New benches, planters and trees for grassed area outside shops on The Street
- Security bollards for Effingham Cricket Club

Further Information

Further information about the fund and advice on preparing applications is available from:

Jon Short,
Clerk to Effingham Parish Council
3 Home Barn Court
The Street
Effingham, Surrey, KT24 5LG
E: clerk2010@EffinghamParishCouncil.gov.uk
T: 01372 454911
www.EffinghamParishCouncil.gov.uk

Adopted by Effingham Parish Council at its meeting on 25th August 2020, Minute 267/20