

**GUIDANCE AND CRITERIA**

**COMMUNITY DEVELOPMENT &  
ENGAGEMENT GRANTS**

**Contact:**  
**Clerk To The Council,**  
**The Parish Office,**  
**Newfield House,**  
**Brook Lane,**  
**Astbury,**  
**CONGLETON,**  
**CW12 4TJ.**

**Direct Line: 01260 291592**

**Email: [oddrodeclerk@gmail.com](mailto:oddrodeclerk@gmail.com)**

This guidance applies to applications submitted after 14/12/16, please check our website to make sure that you are using the latest guidance and application form <http://www.oddrode.net>

## 1. Types of projects that receive funding

Community Development & Engagement Grants are to cover the costs of a capital project and/or running costs of a **project**. Applications to support *normal day to day maintenance or annual running costs\** will only be considered in exceptional circumstances. The term project is used to describe the work for which funding is being sought whether that is discrete or ongoing.

Community Development & Engagement grants can provide funding for your project if it meets the preconditions set out in section 2. The rest of this section sets out some special cases and exceptions.

### Individual Grants

Grants to individuals will be considered in exceptional circumstances where an individual who is resident in the Parish and has been selected to participate in an activity supported by a recognised national organisation. Financial assistance is limited to a maximum of £50 per person. There is *no need to provide a copy of bank statements nor accounts for these grant applications*. The Parish Council has only limited funds available and it will be appreciated that it is not feasible to finance the many varied activities of all the residents of the Parish.

### Small Grants

Grants to bona fide informal organisations that meet the qualifying preconditions set out in section 2 will be limited to £100 per organisation per annum. There is *no need to provide a copy of bank statements, nor accounts, for these grant applications*.

### Limits and Exclusions

#### Religious Organisations and Festivals

Projects provided by religious organisations will be funded if they are providing an appropriate *service to the community*. Religious festivals that demonstrate cultural diversity and are open to other communities in order to bring a 'shared experience' will also be eligible for funding. Requests for funding to promote religious or other beliefs will not be granted.

#### Ineligible Organisations and Projects

Requests from political organisations fall outside the scope of Odd Rode Parish Council's Grants Scheme.

\*"day to day maintenance" includes consumables, repairs to equipment/property with a normal lifespan of 5 years or less, and painting & decorating, except when making good after improvements, alterations, etc. The aim of the scheme is to add or improve on existing facilities or services, not to help maintain the existing level..

## 2. Grant aid provided and submitting an application

The maximum Community Development & Engagement grant that is available is £1,500. Community Development & Engagement grants can provide funding for your project subject to the following qualifying preconditions being met:

- Applications must be submitted by properly constituted community and voluntary groups for activities not conducted for profit (for small grants, these may be informal groups).
- The organisation or project must be Odd Rode based or carry out activities (other than fund-raising) within the civil parish of Odd Rode.
- The organisation to which the application relates should not be exclusive – it should allow access to, or use/participation by, the general public. There must be no restriction on membership by any organisation to which a grant is to be made. Membership must be open to the general public and not refused on grounds of gender, race, disability, sexual orientation, occupation, religious, political or other beliefs.
- The purpose to which the grant is to be applied must not relate to promoting religious or other belief or party political activities.

If you feel that your group or organisation fulfils the preconditions above, and the assessment criteria as set out in section 5, you should e-mail your application and supporting information to [oddrodeclerk@gmail.com](mailto:oddrodeclerk@gmail.com). If this is not possible you can post it to us (see contact details on the first page of this guidance). All relevant sections of the application form must be completed and you should include additional information which is required at the time of application - see section below.

You must provide the following information with your application form:

- Copies of the two most recent bank statements for all your organisation's accounts\*

You will also need to provide the following additional information although it is not essential to provide this at the time of application:

- Your latest audited or independently examined accounts.\*
- independent estimate/s or quote/s for the work to be undertaken or goods purchased
- Your organisation's Equal Opportunities Policy or a statement that the organisation will abide by the key themes of the Council's Equal Opportunities Policy.
- Where relevant, your organisation's policy statement about how it works to protect children/vulnerable adults and discharges its safeguarding responsibilities. Any grant offered will be dependent on the applicant providing evidence of such a policy or evidence that the group is actively working towards adopting a policy.
- If five or more staff are employed, your organisation's Health and Safety Policy.

Unless there are significantly changed circumstances unsuccessful applications will not be reconsidered for the same project within twelve months.

\* in exceptional circumstances, the Council may vary these requirements.

### 3. When to apply

All grants are presented at the Annual Parish Meeting at the end of March. All organisations wishing to apply for a Community Development grant should submit their application as early as possible - this will enable the Council to seek any clarification that may be needed and ensure that all necessary information has been provided. The last date for receipt of applications is 30<sup>th</sup> September (for presentation in the following March).

### 4. Processing applications

Once an application is received by the Council an assessment will be completed by the Council's Grants Committee, reviewing the application against the criteria set out in section 5. Once the assessment is completed, the application and assessment will be considered by the Grants Committee, which will then make its recommendations to the full Council.

The full Council will make the decisions on awards of grant. Applicants will usually be notified in writing of the decision within 10 working days of the Council meeting.

### 5. Assessment criteria

Applications will be assessed against two measures of need:

1. How the project meets the Council's aims and objectives in meeting identified community needs.
2. The need of grant funding from the Council to enable the project to succeed.

Both measures will seek to demonstrate the value for money to be obtained in providing grant funding.

How the project meets the Council's aims and objectives in meeting identified community needs:-

Thirteen criteria have been identified to assess community need based on the aims and objectives set out in the Council's Business Plan.

- How does your project promote stronger, cohesive and balanced communities (in particular encouraging people from different backgrounds to get along together)?
- How does your project promote well-supported volunteering opportunities?
- How does your project promote health and well-being (in particular promoting healthy eating, physical activity, sexual health and mental health)?
- How does your project protect or enhance the natural or built environment of Odd Rode?
- How does your project reduce the impact of crime and anti-social behaviour?
- How does your project improve the quality of life of people living in our villages?

- How does your project improve the well-being of residents through acknowledging their diverse needs?
- How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?
- How does your project enable older people to live independent lives?
- How does your project promote access of local people to green spaces and the countryside?
- How does your project demonstrate a commitment to reducing your organisation's impact on the environment and to reducing the impact of climate change?
- How does your project help promote local businesses to prosper and develop vibrant villages and support rural enterprise?
- How does your project promote local employment opportunities?

All 13 criteria listed above form a key part of the application form which asks how your project will meet one or more of these criteria. Applicants should provide information for each aim /objective that relates to their project and need not provide information for every aim/objective. Applications are more likely to be successful if they meet one objective very well than if they meet several but only marginally. You can provide further information on the relevant aims/objectives by using the section at the end of the form.

The need of grant funding from the Council to enable the project to succeed:-

Four criteria will be used to assess the need for the Council to provide grant funding. Organisations should demonstrate that their projects are prepared and managed well and will be encouraged to explore other funding sources where appropriate. The criteria for making this assessment and what the Council is looking for are summarised in the following table. In addition, the Council seeks to support a diverse community and voluntary sector including organisations with a range of geographical locations within Odd Rode. No specific geographically based conditions or targets will be applied to grant awards but the assessment of need will take the geographical distribution of grants across the Parish into account.

<b>Criteria</b>	<b>What a successful application will demonstrate</b>	<b>Notes</b>
Have you identified a realistic total cost and timetable for the project?	The organisation demonstrates that costs and timescales have been researched, for example through obtaining quotes or using reliable information from previous years.	Project costs can include the annual work of an organisation such as staffing and overheads but a successful application in one year does not guarantee that subsequent applications will be successful.

<b>Criteria</b>	<b>What a successful application will demonstrate</b>	<b>Notes</b>
Have you sought to obtain other funding to enable the project to begin?	The organisation demonstrates that it has sought funding from other sources and that the amount sought from the Council is necessary to secure match funding or because other sources of funding are not available.	
What balances and reserves do you have available?	The organisation demonstrates that it follows relevant guidance on maintaining general balances and reserves and that earmarked reserves reflect its long term strategy. The organisation has considered whether it can fund the activity from its balances.	
What proportion of the cost of the project is the Council being asked to fund?	The organisation demonstrates that the level of funding sought from the Council is justified.	There are no quantitative limits on the proportion of funding that the Council will provide. In order to justify the Council providing a large proportion of the cost of a project you will need to show that the project meets a community need (see community need above) and that other funding options (see items 2 and 3 in this table) are unable to provide the necessary funding.

Applications will be assessed qualitatively against these criteria.

## 6. Grant agreements and conditions of funding

The Council needs to ensure that the public money it spends is used effectively. This includes monitoring and evaluating the effectiveness of grant funding and partnership working. Therefore, the Council needs to ensure that Community Development & Engagement Grants are contributing to delivering its corporate aims and are achieving value for money. No further grant applications will be considered after the twelve month period unless the Monitoring Report Form has been returned.

In most cases, Community Development & Engagement grant awards will be awarded through an offer letter which includes the conditions on which the award is made and the payment arrangements for the grant. The specific conditions will be based on the provision of the measurement and monitoring information set out in the application form.

Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure may be requested.

A Monitoring Report form will be sent out to all successful applicants, and this must be completed and sent back to the Clerk To The Council at the end of the project or financial year, along with copies of any annual/financial reports available, and photographs or feedback from the project if required. No further grant applications will be considered after the deadline for the return of the monitoring form, until the Monitoring Report Form has been returned.

The following conditions apply to all approved projects:

- Any changes to the project or activity for which the funding was originally granted require further approval from the Council.
- The Odd Rode Parish Council logo must be included with the words “supported by Odd Rode Parish Council” on all publicity material relating to the project or activity. To obtain an electronic or hard copy of the logo please contact the Parish Clerk.
- You must use the grant within 12 months of receiving it, unless agreed otherwise by the Council..

If you do not comply with the conditions attached to a grant or do not use it for the purposes for which it was awarded the Council may seek to reclaim some or all of the grant awarded.

## 7. Support and other sources of funding

If you are still in doubt, then please do not hesitate to telephone the Council on 01260 291592 to speak to the Parish Clerk to discuss your project or e-mail [oddrodeclerk@gmail.com](mailto:oddrodeclerk@gmail.com). Alternatively you are welcome to visit the Parish Office by appointment and have an informal discussion about your particular needs.

It is our aim to help support you on finding the appropriate funding for your project. For additional support and assistance you may want to contact the following:

- Cheshire East Council [communitygrants@cheshireeast.gov.uk](mailto:communitygrants@cheshireeast.gov.uk) Tel. 01270 685809  
[http://www.cheshireeast.gov.uk/council\\_and\\_democracy/community/community\\_grants.aspx](http://www.cheshireeast.gov.uk/council_and_democracy/community/community_grants.aspx)
- CVS Cheshire East Tel: 01270 763100  
<http://www.cvsce.org.uk/>
- Cheshire Community Action Tel: 01606 350042  
<http://www.cheshireaction.org.uk/>