

# LONG ASHTON PARISH COUNCIL

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## Community Grant Terms

Any grant awarded must be to the benefit of the residents of Long Ashton and/or Leigh Woods and for something within the Parish Council powers.

The project (or that part of it the grant is funding) must be able to be completed within 9 months of the award of the grant.

Applications, on the Community Grant Application form, must be received by 12 noon on Tuesday 14<sup>th</sup> May 2019. Late applications will not be considered.

Someone must be able to attend the decision event planned for early October – date to be confirmed - to promote the project. Up to three people can present the project.

If you are an individual or a group without a constitution the Parish Council will act as banker for the project.

The projects will be screened by a group from the Parish Council to ensure that the Parish Council has the power to finance the project and that it is practical, appropriate, achievable and legal in other ways (equality, decency etc). Any grant must comply with the [Parish Council grant awarding policy](#) except that the application should be on the community grant application form. However, the PC reserves the right not to award the grants if there are just one or two applications for each grant.

All projects that pass the screening phase will be listed on the Parish Council website and the June newsletter. You can choose how else you wish to promote your proposal.

The Parish Council has only a limited staff resource so any proposal must be able to deliver the project in its entirety, for example with all necessary volunteers, health & safety compliance and safeguarding requirements. Your budget should include the cost of public liability insurance, if appropriate.

Two community grants are available, one of £1,000 and the other of £500. There are separate applications for these awards and you may choose to apply for either one or both grants, however, both grants will not be awarded to the same project. If the same project comes top of the poll for both grants, then the £500 grant will be awarded to the second choice £500 project.

The voting will be decided by a simple majority vote at the decision event in October 2019. If there is a tie, there will be a re-vote between those tied. Anyone who is a

resident of Long Ashton or Leigh Woods and is over 18 will be entitled to a vote. The Parish Council may ask that this is verified at the vote.

The decision event will allow time for a brief presentation by each applicant followed by a question and answer session. The order of the presentations will be drawn out of a hat on the evening but grouped for the £1000 and £500 awards.

If for some reason the winning project is unable to proceed the funding may, at the discretion of the Parish Council, pass to the 2<sup>nd</sup> choice project but will not be further distributed.

Following the decision event, the decision will need to be ratified by the Parish Council.

The Parish Council will have discretion as to whether payment of the grant will be made as one payment of the whole amount or by instalments; for example, this might be quarterly or on completion of agreed milestones within the project. The Parish Council will be realistic as to the need for up-front expenses.

Spending of the grant will be monitored by the Parish Council; the successful applicant will be expected to provide all necessary invoices and receipts to the Parish Council to verify the proper expenditure of the grant.

The successful applicant must provide a report to be published in the Village Newsletter explaining the progress and completion of the project. They will also cooperate with the Parish Council in assessing the outcomes of the grant and appraising the usefulness or otherwise of the grant and the process.

**The winners cannot apply for another Community Grant from the Parish Council the following year.**

For more ideas about community grants nationally, please see <http://www.participatorybudgeting.org.uk/about>

22.01.2019