

Chelmsford Garden Community Council Grant Awarding Policy

Chelmsford Garden Community Council (the Council) has the statutory power to award grants as more particularly defined in provisions within the Local Government Act 1972. When awarding a grant the Council shall be of the opinion that it is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants and within the statutory powers of the Council.

Grants must be formally applied for using the Council's Grant Application Form together with all supporting documentation as requested in that form.

The timing of the application and consideration thereof will be in accordance with the timetable below, provided always that in case of exceptional urgency grants may be submitted and considered at any other time during the year.

Grant applications will be assessed on the following criteria, which are in no priority order –

- The benefit to all or part of the area of the Chelmsford Garden Community
- The benefit to all or some of the residents of the Chelmsford Garden Community
- What proportion of the residents will benefit from the grant
- The assessment of the viability and robustness of the application
- The availability of Council funds for grants

The Council reserves the right in its absolute discretion to reject applications or to agree a reduced amount with reference to the sum applied for. Grants will not be considered if the applicant has any money overdue to the Council.

Awards will not be made to -

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting or opposing a political party
- Health, education or welfare organisation whose services should be provided by statutory funding
- Individuals

The Council reserves the right to request copies of the organisations audited accounts or in the case of a charity their annual return to enable it to consider the financial viability of the project.

Grant applicants if they wish can address the meeting at which their grant is considered. For further details please contact the Executive Officer.

If successful in obtaining a grant the payment must be paid into the organisation's bank account and may not be payable to any individual.

Conditions

1. Applications will not be considered from individuals.
2. Applications will not be considered from organisation intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
3. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated.
6. The organisation must have clearly stated aims and objectives.
7. The organisation must provide, or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
8. The organisation must provide a copy of its latest written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
9. The Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
10. Grants will not be awarded on a retrospective basis but only for future funding requirements.
11. Organisations that receive a grant are required to acknowledge the contribution from the Council on publicity and printed material.
12. Organisations that receive a grant will be obliged to provide an impact report within 12 months of payment of the grant to demonstrate the effective use of the funds and will also be invited to the Annual Parish meeting to provide a report.

The grant application form will be made available on the Council's website and may be requested from the Executive officer clerk@chelmsfordgardencommunitycouncil.gov.uk and applications should be made in accordance with the timetable below

Timetable

Opening date for grant applications	1 st August
Final submission date for applications	15 th October
Month in which the application will be considered (check with the Executive Officer for the precise meeting date)	November
Date by which grant decision letters will be circulated	31 st December

This Policy was approved by the Council at its meeting on 6th July 2023

Reviewed – 2nd May 2024

Reviewed 5th November 2024

Date of next review May 2026