



# Christchurch Town Council

## Community Grant Policy

Policy name	Version	Owner	Date Adopted	Review Date
Community Grant Policy	V3.0	Clerk	May 2020	November 2024

## **1. General Principles**

The Town Council's policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Christchurch. Community grants come from taxpayer funds, so it is a core principle of this facility that grant expenditure is open and transparent. In general, the following principles apply:

1. Funding will be given on a need basis assessed alongside the merit of the project and overall benefit to the local community;
2. Applicants must clearly show how any assistance given will directly benefit the people living in Christchurch or the environment of Christchurch and how the size of the grant applied for will be commensurate to the size of the benefit evidenced;
3. Funding will normally only be awarded up to a maximum value of £1,000 depending on the Council's budget allocation and may be subject to constraint;
4. All funding given will be subject to monitoring and evaluation of the outcome of the grant;
5. Organisations should not make a presumption that funding will continue on a year to year basis .

## **2. The Aims of the Councils Grant making Policy**

- To enable local people to participate in voluntary groups and activities
- To help the Town's voluntary groups to improve effectiveness
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all Christchurch Town residents to the services it provides and funds

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

## **3. General Conditions**

- There is no general funding for projects – Grants will only be awarded for specific costs and funding will only be paid on receipt of an official invoice;
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisation's reserves;
- Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant;

- The not-for-profit organisation must have clearly stated aims and objectives;
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Christchurch in general;
- No award will be made where spending has taken place prior to approval;
- At least 50% matched funding will be required for any level of grant funding;
- Costs for general routine maintenance of buildings and equipment are not eligible;
- Grants will not be awarded for organisations to pass on money to others;
- Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

#### **4. What are grants available for?**

Christchurch Town Council's grants up to a value of £1,000 are available once a year. Grants are available to any not-for-profit organisation that wishes to complete a one-off project; or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered. Funding for years 2 and 3 if agreed subsequently will be based on a reducing grant with the aim of the project becoming self-financing at year 4.

#### **5. Who can apply for a Christchurch Town Council Community Grant ?**

Groups who:

- are voluntary or community groups based in Christchurch
- have a constitution or set of rules or equivalent
- have a bank or building society account
- have independently approved annual accounts
- directly benefit the well-being of the Christchurch people or the environment of Christchurch

#### **6. What type of Projects will be considered for the Community Grant Scheme?**

Such interests and projects may include, but are not limited to:

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Village halls
- Community transport

- Projects which assist the Elderly and disabled and those with other protected characteristics under the Equality Act 2010
- Sustainable Community environmental projects

#### **7. Who cannot apply to the Christchurch Town Council Community Grant Scheme?**

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups
- Bodies to pass on grant funding to others

#### **8. How to apply for a Christchurch Town Council Grant**

Application forms are available in hard-copy or electronically from Christchurch Town Council or on our website at [www.christchurch-tc.gov.uk](http://www.christchurch-tc.gov.uk) .

Write to: Christchurch Town Council, Old Town Hall, 30 High Street, Christchurch.  
Dorset. BH23 1EA

Telephone: 01202 022479

Email: [townclerk@christchurch-tc.gov.uk](mailto:townclerk@christchurch-tc.gov.uk)

If you need any help or assistance with your application please contact the Town Council via the above address, telephone number or email address.

Details of the application process is explained in the accompanying Guidance Notes to the Application Form.