

Creech St Michael Parish Council

Policy Title	Community Development Fund
Applies to	All Councillors and Employees
Date Created	23 rd March 2023
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Author	Clerk and RFO
Review Cycle	Annual
Review Dates	

1.0 Introduction

Creech St Michael Parish Council is committed to supporting and strengthening community participation, activities and events and helping to develop a sustainable welcoming community.

The aim of the Community Development Fund is to enable Councillors to work closely with members of the Parish to identify and develop improvements within the community infrastructure, encouraging a greater degree of community cohesion and engagement.

2.0 Funding

The Parish Council has allocated funding of up to £15,000.00 for the financial year ending March 2024. Additional funds could be made available in exceptional circumstances.

The minimum amount of grant funding available for individual projects is £500.00.

All projects must comply with the legal constraints within which the Parish Council operates and with the Parish Council's Financial Regulations.

3.0 Funding Criteria

- A bid for funding must be supported by at least one parish councillor.
- A bid must be supported with evidence of need from residents or community groups who operate for the benefit of the Parish.
- All bids must be for projects or activities which can be completed within 12 months and will directly benefit the residents of Creech St Michael Parish.
- All applicants undertake to provide an interim and project end report that details how the funds have been used and what benefits have been derived from the project.
- Projects that have previously received funding from the Parish Council must have provided a report on the use of those funds and this must have been accepted by the Parish Council before another bid is considered.
- Only one bid per project or activity can be received within each financial year.

Bids received for the following types of activity or project will not be considered.

- Contributions towards large, general appeals.
- General running costs for activities or projects.
- Retrospective funding for costs that have already occurred.

4.0 Application Process

It is the responsibility of individual councillors to prepare and submit bids to the Community Development Fund. The application form will be available via the Parish Council website and should be submitted with the requested accompanying information.

Applications will be considered by the Parish Council at the next scheduled ordinary council meeting.

The application form will require the following information to be supplied. Applications that do not provide full and complete information will not be considered.

- Name of the councillor or councillors supporting the bid.
- The name and contact details of any organisation involved in the bid.
- Amount of funding being bid for.
- Details of the project and how it will benefit the community.
- Detail of any ongoing costs and how these costs will be managed by the project or activity.
- Documents to support the bid.

The application will also request that the councillor submitting the bid, confirms that the information contained within the bid is complete and accurate and that the terms and conditions set by the Parish Council will be complied with.

5.0 Terms and Conditions

- Funding may only be used for the purpose set out in the application form and it cannot be transferred to any other project or activity.
- If any community group supporting the project or activity ceases to operate before funds have been spent or if the project does not proceed as planned, the applicant will be required to provide evidence of how the project can be successfully completed.
- Any evidence of dishonesty or negligence which comes to the attention of the Parish Council will be treated with the utmost seriousness and if found to be proven will result in the termination of any funding and may be reported to the relevant authorities.
- Recognition of any funding made by the Parish Council must be made in any publicity and in any organisation's accounts.
- The Parish Council may require photos of any projects or activities with agreement from the participants and may use the name of any organisation, project or activity in its own publicity materials.