

# Community Fund Policy and Guidance

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## 1. Introduction

Bishop Auckland Town Council allocates a sum of money every year for grants to organisations and activities which contribute constructively to, and enhance, the life or community of the Town and benefit the people of Bishop Auckland. These grants are limited and are made available to organisations that can demonstrate a need for assistance. Please note that grants cannot be awarded to individuals.

To ensure that fair and proper consideration may be given to all requests, the Council requires the following to be submitted:

- A completed application form
- The most recent income and expenditure account
- Constitution or rules of the organisation
- Any additional information the organisation considers will support their application

If the organisation is new, with no income and expenditure accounts, a financial projection is to be submitted for the current financial year.

## 2. Applications will be considered using the following guidance:

The Town Council has limited resources for grants and would therefore normally only provide funding for organisation that fall in the following categories

- a. A new group/organisation that would bring direct benefit to the Town and its inhabitants.
- b. Existing groups/organisation that would bring direct benefit to the Town and its inhabitants. That are experiencing financial hardship.
- c. Existing groups/organisation wishing to set up a new project that would bring a direct benefit to the Town and its inhabitants.

However, if your organisation does not fit into one of the categories above but you feel that there are special circumstances why the Council should support your project you should explain these on the application form.

## 3. Deadline for Applications

- Applications are normally considered twice a year at Finance Committee meetings held in June and December. Dates of meeting can be found on the Town Council's website [www.bishopauckland-tc.gov.uk](http://www.bishopauckland-tc.gov.uk) . The deadline for the receipt of applications is at least seven days prior to the meeting. Application forms can be obtained from the Town Council Office at Kingsway Court, 54 Kingsway, Bishop Auckland, Co. Durham DL14 7JF, telephone 01388 207110 or e-mail [council@bishopauckland-tc.gov.uk](mailto:council@bishopauckland-tc.gov.uk)
- Applicants will be advised of the outcome of their application after the meeting of the Council following the Finance Committee meeting.
- Applications which do not comply with the above criteria or are not in line with this policy will not normally be considered.

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## 4. General Conditions

- Grants should be spent for the purpose and on the project/activity for which they were given. Funds will therefore only be released on receipt of relevant paid invoices.
- The Council will not fund ongoing running costs such as salaries.
- The Council will expect due recognition and advertisement for any grant aid awarded.
- Organisations receiving grant aid are required to provide the Council with a written report within four months of the award date to demonstrate how the funds have helped your project. The report may also be included in the Council's newsletter or as the Council may wish to use.
- The Council will publicise grants it has offered to organisations in the local press and on its own website
- If an organisation dissolves the Council would expect the organisation to reimburse the grant awarded.
- Organisations are not restricted to the number of grant applications it may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- The awarding of grant in one year or period does not set a precedent on any subsequent applications.
- If contractors are used for any work, the Council may require organisations to provide written estimates.

Bishop Auckland Town Council acknowledges that organisations, particularly new and smaller ones may experience difficulty in completing the application. All possible assistance will be given to help all organisations complete the application form.

Bishop Auckland Town Council will also:

- Publicise widely throughout the Town Council's Wards, the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- Periodically review the policy and application for grant aid.

### **Customer Notice**

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