



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

## **Ecclesfield Parish Council – Community Groups Large Project Programme (CIL Supported) 2023/2024 – Draft Principles**

There are two main funding options provided by Ecclesfield Parish Council ('The Council') that support and encourage community groups to undertake activities that meet the needs of and benefit the residents of the Parish of Ecclesfield.

The first is the Small Grants Programme. Further information about this can be found at [Community Groups Small Grants Programme – Principles – Ecclesfield Parish Council \(ecclesfield-pc.gov.uk\)](https://ecclesfield-pc.gov.uk)

The second is this the Large Projects Programme. This programme is presently funded via the Community Infrastructure Levy ('CIL'). This is a levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area. CIL legislation requires 15% of CIL receipts are to be allocated to the local area it was collected from. Where there is a Parish Council this is passed directly to that Council. Therefore, Ecclesfield Parish Council will receive 15% of CIL receipts generated from developments within the parish. Sheffield City Council collect CIL as a planning authority and pass on to the Council. There are rules about what CIL monies can be spent on<sup>1</sup> and the Council have set a list of spending priorities (reviewed annually) on which to expend the CIL receipts for the next four years, all of which will be for community benefit.

The spending priorities for eligible projects are as follows:

- Community Engagement – advice & guidance
- Youth Provision / and Addressing Anti-Social Behaviour
- Environment
- Climate Change
- Transport and Highway Safety

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<sup>1</sup> The law requires that a parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

- Parks / Leisure / Green Spaces / Activities
- Social Inclusion

### **Who can apply to the Ecclesfield Parish Council Community Groups Large Projects Programme?**

Any local, voluntary, community, self-help and generally not for-for profit group based in or who serve the Parish of Ecclesfield and have (and can provide, if required):

1. Aims and Objectives.
2. Constitution or set of rules if it has one.
3. A bank or building society account in the name of the group.
4. Approved accounts if it has been in existence for at least 18 months (newly formed groups in existence for less than 18 months which are embarking on worthwhile projects will be given special consideration).
5. Public Liability Insurance cover.

In addition, if they have previously received any grant funding from the Council that they have satisfactorily returned a monitoring form and/or returned any unspent monies for that project in the specified timescales.

### **Process**

- Applications are open twice for the rest of the financial year 2023/2024.
- The closing dates for 2023/2024 are the 14/09/2023 and 08/02/2024.
- After you submit your application, a member of the Council staff will check your application form and enclosed documents to see if they are Council complete and legible. We aim to do this in 14 days.
- What information will I have to provide?
  - The aims and objectives of the group.
  - A copy of your Constitution or set of rules and your annual report if applicable.
  - The most recent copy of your approved accounts.
  - Copies of any permissions required for third party use. (e.g., licences or land rent).
  - A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the funding).
  - Details of any reserves you hold and if these are earmarked for specific expenditure.
  - Details of any grants or funding the group has received from the Council or another body in the last five years.
  - It meets the CIL and other relevant regulations.
  - Details of any other financial support you have secured or are applying for in support of the activity, including the group's own.
  - Where possible, an accurate figure of the number of people that would benefit from the proposal and how many of these live in the Parish.

- Copies of quotations for any items such as equipment or activities that you are seeking to spend the funding on.
- If your application is not complete it will be returned to you for completion. It is your responsibility to ensure that the application form is completed correctly and ensure that all the requested material in support of your application has been provided. Funding will not be considered until we have received a completed application form and all supporting documents.
- You may be contacted for clarification and/or additional information.
- You will be asked to attend a Finance and Premises Committee meeting to present and be asked questions on your application.
- The Finance and Premises Committee determine whether an application should be supported and, if successful, the amount to be awarded and any other conditions the Committee feels appropriate. This is then normally approved or rejected by Full Council at its next subsequent meeting.
- We aim to notify you of the decision of Full Council, normally by email or letter, three days after it is made.
- Proposals will be assessed using the following criteria:
  - A completed application form.
  - Nature of the group – how it is set up, structured and its track record.
  - Your finances and the financial need for funding.
  - How much CIL funding we have available.
  - What need/demand there is for your project in all or part of the Parish.
  - Support and involvement of the residents of the Parish in the group and activity.
  - Efforts and ability to secure other sources of funding.
  - The extent to which it benefits all or part of the Parish.
  - The extent to which it provides value for money for the residents of the Parish.
  - The group's previous grant/funding history (if applicable).
  - It meets the CIL and any other regulations.
  - The Council will also take into account the distribution of grant funding (Including through its small grant programme) across the wards to ensure that where possible proportional funding is reflected.
- Where appropriate, successful projects will normally have the funding paid by BACS transfer.
- Please note the funds available are limited and a bid might be successful, but a group may still only receive a percentage of the funding requested.

### **In general**

In order for the Council to be able to rationally and objectively assess applications it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

- Proposals must be over £2000 and less than £10,000.

- A group can only submit one successful application per year to the large projects programme.
- That an application has been made to the Large Projects Programme does not prevent them also applying to the Council's Small Grants Programme.
- They must also be able to clearly demonstrate that the activity they are seeking funding for will primarily directly benefit all or part of the Parish and this benefit is commensurate with the amount sought.
- Funding will not normally be awarded to organisations based outside of the Parish unless they can clearly demonstrate the activity they are seeking funding brings substantial and direct benefits to all or part of the Parish.
- Funding will only be provided to not-for-profit organisations with clearly stated aims and objectives. Individuals or for-profit groups may not apply.
- Funding is for one-off purchases or events and not for on-going running costs such as salary costs, utility bills, rent or fees.
- Applicants must clearly indicate the full scope of the activity they are seeking funding for and details of who will benefit from the proposal.
- We cannot give grants for activities which the law prevents Parish Councils from supporting such as an activity which another statutory body such as schools or Sheffield City Council is legally required to provide or repairs to some churches.
- Applicants will be requested to demonstrate why the activity or benefit to the group would not take place if the funding was not approved.
- Must be able to demonstrate equality of access and opportunity.
- Applicants must list any other funding the group has received from other funding bodies in the last five years including from the Council.
- They must also state if they are applying or received any other fundings in support of the project including any self-funding.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.
- Applicants must state any reserves they hold and if these are earmarked for specific expenditure (NB Funding will not be awarded to organisations who it is considered already hold surplus funds).
- Applications will not be considered if submitted by an organisation that it is considered operates an excessively restrictive membership policy, e.g., one that discriminates on the grounds of race, religion, sexual orientation, disability, gender etc.
- Retrospective applications will not be considered.
- Funding will not be given for the promotion of a party-political viewpoint or for the promotion of a particular religion.
- Any funding must be used by the original applicant and must not be distributed to any other organisation, unless specifically authorised by the Council.
- Any award must be made payable to the organisation applying for the funding.
- The Council reserves the right to pay funding in stages.

- Funding must be spent within 6 months, unless alternative arrangements have been made with the Council.
- Any unspent funds, full or partial must be repaid to the Council unless otherwise agreed. Failure to do so may result in legal and other action by the Council and affect future funding assistance.
- Full and proportionate recognition must be given to the Parish Council for any contribution given to the activity; this might include listing on any advertising, promotional material, website and social media.
- Groups awarded funding will be expected to complete an end of project report and submit receipts, (no screenshots) and photographic evidence, no later than 6 months after the end date stated on their award unless an extension has been agreed by the Council and may be required to attend a Council meeting to give a verbal update. Failure to submit a completed end of project report within the agreed 6 months (unless an extension has been agreed with the Council) will affect future funding assistance and may result in legal action.
- Awards must be used solely for the purpose detailed in the proposal; the Council may take action to recover any money that has not been spent in accordance with the application.

#### **Appendix 1 Definition of a Not-for-Profit Body**

- Unincorporated association<sup>2</sup>
- A registered charity (i.e., registered with the Charity Commission and has a charity number)

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<sup>2</sup>An 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). Most voluntary or community groups are an incorporated society though many are not aware of this. More information about what is an unincorporated association can be found at [Unincorporated associations - GOV.UK \(www.gov.uk\)](http://www.gov.uk)