



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

## **Ecclesfield Parish Council – Community Groups Large Grants Programme 2024/2025 Criteria**

**Ecclesfield Parish Council is committed to helping local groups make a difference to our community.**

**One of the ways we do this is by providing financial support via grants to support and encourage community groups to undertake activities that meet the needs of and benefit the residents of the Parish.**

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 – Criteria – Ecclesfield Parish Council \(ecclesfield-pc.gov.uk\)](#)

The second is this the Large Grants Programme.

In general, the following criteria will apply:

- a) Assistance will be given on the basis of need, merit and contribution to the Parish. Applicants must clearly show how any grants or assistance awarded will benefit the people and or the environment within all or part of the Parish.
- b) They should improve at least one of these things:
  - Community Engagement – advice & guidance
  - Youth Provision / and Addressing Anti-Social Behaviour
  - Environment
  - Climate Change
  - Transport and Highway Safety
  - Parks / Leisure / Green Spaces / Activities
  - Social Inclusion

## Who can apply to the Ecclesfield Parish Council's Large Grants Programme?

Any local, voluntary, community, self-help and generally not 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

- There will be two closing dates for the submission of applications. These are Autumn 2024 (precise date to be confirmed soon) and February 2025 (precise date to be confirmed), subject to funds still being available.
- You will be invited and encouraged to attend a 'Meet the Funders' type of event to discuss your proposal with the Council and other potential funders.
- 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.
  - Details of any other financial support you have secured or are applying for in support of the activity, including the group's own.
  - A detailed delivery plan.
  - 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 will then be 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, within three working 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 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, including through the ‘Meet the Funders’ event (see above) organised by the Council.
  - 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).
  - 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.
  - A realistic delivery plan.
- 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 £2,000 and normally less than £10,000 (this figure to be reviewed in June 2024).

- A group can only submit one successful application per year to the Large Grants Programme.
- That an application has been made to the Large Grants 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 certain types of works to 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>1</sup>.
- A registered charity (i.e., registered with the Charity Commission and has a charity number).
- Sheffield City Council.

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<sup>1</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)