BRADFORD TRIDENT COMMUNITY COUNCIL

SMALL GRANT SCHEME

Guidelines for Small Grants

Bradford Trident Community Council is operating a small grants scheme so local groups can apply for funding to run activities or events in the local area that bring community benefit.

Our priorities and focus for this round are on four themes. Your proposal should address as a minimum one of these;

- **Older People**
- **Environment**
- **Education and Young People**
- **New Communities**

Eligibility criteria

1. Groups within the Bradford Trident Community Council area can apply to the fund. Those outside this area who can demonstrate direct benefit to the residents will also be eligible to apply

2. The small grant scheme will support revenue projects

3. Groups will apply to the fund using the agreed application form

4. Groups will be expected to supply accompanying documentation i.e. group constitution or set of rules and a copy of the most recent or audited accounts

5.4.

5. Groups who are awarded the grant will be expected to provide allocation of funds by 31st March 2020 including a monitoring report and photos indicating how many people from the BD5 area have benefitted once the project has been completed. Groups may also be requested to give feedback at the Annual Community Meeting.

6. The Community Council is at liberty to award grants of below or up to £500. It is also at liberty to vary the amount between individual organisations depending on the need expressed and the view taken by the Council. These amounts may be reviewed if the scheme is operated in future years

7. All applications will be shortlisted judged on their own merit and consideration will be given to the financial stability of the group and whether the organisation is sustainable without funding. If your idea is shortlisted, you will be asked to attend an event on the xxx. This event will involve other shortlisted groups and members from the Community Council who will score each applicant after a short presentation to determine which proposals should be funded. Decisions will be made on the day. No appeals can be

made.

8. Groups will be expected to contribute some of their own funds or other funding to the project

9. Where partnership funding is being sourced outside the Community Council, the Council would wish to see that such funding has been secured prior to awarding a grant

10. Retrospective applications (i.e. for projects already completed) will not be allowed.

11. There will be one round of applications this year (2019/20)**.** The deadline for applications for is 4pm, Friday 28th February 2020.

12. Applications can be submitted any time but will not be considered until after the deadline date. Applicants will be contacted as soon as possible after the Community Council meeting following the deadline.

13. The project must be completed by 31st March 202019, which means all monies must be spent and accounted for by this date.

14. Cheques will only be made payable to the organisation applying for funds or in some circumstances, to an umbrella organisation if a group does not have a bank account. Cheques will not be made payable to an individual/personal name.

15. Organisations advertising events run with the small grant funding will be expected to include details in their promotional material/advertising that the events funded/supported by the Community Council and also invite the Community Council to the event

16. Organisations will not be awarded funding more than once a year.

17. The Community Councillors should not submit applications on behalf of; or be the small grant contact for organisations they are linked with/affiliated to.