COMMUNITY COUNCIL SMALL GRANT SCHEME

AGREEMENT

1. Groups within the Bradford Trident Community Council area can apply to the fund providing they adhere to the Memo & Arts of Bradford Trident. Those outside the Community Council area who can demonstrate direct benefit to the inhabitants will also be eligible to apply.

2. The scheme will support both revenue projects.

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

4. The Community Council will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to a property or persons occurring as a result of activities undertaken with this grant.

5. Groups will be expected to provide accompanying documentation as detailed on the application form i.e. group constitution or set of rules and a copy of the most recent or audited accounts

6. There will be two rounds of applications this year (2018/19). The deadline for the first round of applications will be Friday 25th May 2018**,** the deadline for the second round of funding will be Friday 30th November 2018.

7. There will be £10,000 available for grants and if there is a surplus after the first round this will be made available at the second round.

8. The funding available for each application is between £100 and £300 although the amounts may be reviewed if the scheme is operated again

9. Groups will only be awarded a grant once a year. If a group is unsuccessful however they will be eligible to apply for a different activity within the same year

10. All applications will be judged on their own merit and consideration will be given to the financial stability of the group.

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

12. Where partnership funding is being sourced from outside the community council area, the council would wish to see that such funding has been secured prior to awarding a grant.

13. Retrospective applications (ie for projects already completed) will not be allowed.

14. All applications will be considered at a shortlisting meeting within 7 days after the deadline.

15. Groups who are awarded the grant will be expected to provide evidence of spend by the end of the financial year or once the funds are spent, including receipts, monitoring and photos. Groups will also be expected to attend the Annual Community Meeting (usually held in April or May) to deliver a report. If proof of spend is not received, funds will need to be reimbursed

16. Applications can be submitted at any time but won't be considered until the deadline date, after which, applicants will be contacted.

17. The project must be completed by 31st March 2018, which means that all monies must be spent and accounted for by then.

18. 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