

Harewood Parish

Guidelines for Applicants: Small Grants Fund 2016-17

Harewood Parish Small Grants are intended to assist local community groups and help the local community. The aim is to support groups that demonstrate a clear need for financial support to benefit the parish by:

- Delivering new services, activities or projects
- Enhancing quality of life for Parish residents
- Improving the environment
- Promote Harewood Parish in a positive way. This could be a new way of working or a new partnership between individual groups

Groups seeking funding for a project, activity or event must comply with the following general principles:

Applications for Funding

- Applications for funding will only be considered from voluntary and community groups which have a bank account in the group's name.
- Grant will not be paid to individuals within a group.
- Statutory organisations are not eligible to apply, however community or voluntary groups working in partnership with statutory organisations to deliver a local project or activity can apply.
- Applications up to a maximum of £1000 are invited. Organisations can apply twice within a 12 month period but the total award cannot exceed the maximum allowed.
- Joint and partnership-working between applying organisations is encouraged.
- As a general aim, the monies should be used for projects that provide direct benefit to the community and not, for example, to improve buildings.
- Funding will not be granted to individuals or for salaries, but applications for projects that involve sessional staff to help facilitate change may be considered.
- The group or organisation must be located in Leeds.
- Funding cannot be granted retrospectively. Please submit your application before the money is required. Closing dates for 2016-17 applications are as follow:

30 November 2016; 28 February 2017; 31 May 2017 and 31 August 2017

Grant Criteria

Your application will be assessed using the following criteria:

- Community Engagement
- Partnership Working
- Value for Money
- Benefit to under-served, disadvantaged or socially isolated groups

All grants will be considered at the first scheduled parish council meeting after the closing date and awarded in advance; payment will be by cheque.

Reporting

It is important that we learn from all the projects that are undertaken and so we will ask you to provide feedback at the end of your project to help us understand what has worked well or not so well.

We will require proof that you have spent the grant and therefore will request copies of receipts. Any award made must be used for the stated purpose; otherwise the Parish Council may ask that the funding is repaid.

If you have any questions or require advice about your application please contact:

Mr Kevin Sedman, the Harewood Parish Clerk, by email Harewoodpc@yahoo.co.uk