

Community (or Parish) Plan Grant

Criteria for funding actions in Community (Parish) Plans from the West Berkshire Council capital budget for financial year 2016/17

The Fund

The Council has agreed a capital budget for spending on small capital projects that appear as priorities in Community Plans. West Berkshire Council is committed to supporting actions in Community Plans as an important part of the community planning process.

Funding criteria

- The funding is for capital costs not revenue – for example, the purchase of goods and equipment (but not revenue such as fees, salaries and installation costs).
- The funding can only be granted if the project is identified in the Action Plan of the Community Plan.
- The funding is not for projects which are not included in the Community Plan.
- The Community Plan must be completed and must have been endorsed by the WBC Individual Decision process.
- Applicants must have access to at least 15% of the total cost from other sources either in cash or in-kind and demonstrate where this is being sourced from on the application form.
- Applications may be for a minimum of £50 and a maximum of £5,000.
- The grant is intended to be “pump-priming” money for projects that the community is supporting through their Community Plan.
- Copies of the invoices for spend of the grant should be sent to the WBC Principal Policy Officer for Community Planning.
- Ideally, the grant should be spent within one-calendar year of it being granted. Grants cannot be made retrospectively for projects which have already been completed.
- Applicants may apply to fund several projects, within an application, provided they do not exceed a total of £5,000.
- The decision regarding grant funding is final and there is no appeals mechanism.

How to apply

- Before you submit your application, please discuss the application informally with Jo Naylor, Principal Policy Officer (Community Planning) at West Berkshire Council on (01635) 503019.
- Once you have completed the form (attached) you should email Jo Naylor (jo.naylor@westberks.gov.uk) your unique reference number for this application.

- A copy of the relevant action in the Parish Plan Action Plan must be emailed to Jo Naylor (jo.naylor@westberks.gov.uk)
- The application can be made by a Parish Planning Group.
- The application must identify a not-for-profit body (i.e. a charity, community or voluntary organisation or Parish Council) that holds a bank account and publishes its accounts, is governed by a Constitution and is responsible for the receipt and expenditure of any grant award made.
- A copy of a bank statement for the account where payment can be made should be provided.
- Any other accompanying documentation should be sent as PDFs by email to jo.naylor@westberks.gov.uk

September 2016

Community (or Parish) Plan Grant Application Form

Please complete and send to: Jo Naylor, Principal Policy Officer (Community Planning), Community Plan Grant Fund, Strategic Support, West Berkshire Council, Market Street, Newbury RG14 5LD or email to: jo.naylor@westberks.gov.uk

1 - About you	
Name of Community Plan	
What date was your Plan endorsed by WBC by Individual Decision?	
Name of organisation making this application	
Address	
	Postcode
Telephone	
Email	
Contact Person	
Telephone (if different from above)	
Email (if different from above)	

2 – Amount you are applying for	
How much are you applying for in this application	£
Have you applied before?	
If yes, how much for?	£
Was your application successful?	

3 – About your project

Name of project(s)

Describe your project(s)

How will your community benefit from this project/ these projects?

How does this fulfill an aim or aims in your Community Plan?

4 – Cost of project	
Total cost of project(s)	£
Have you secured any match funding in cash or in kind? If so, please give details	
If there are various cost components to the project(s) please list them	

5 – Financial details	
Name of organisation which will receive the grant	
Contact person (if different from above)	
Organisation (if different from above)	
Address (if different from above)	Postcode
Telephone (if different from above)	
Please send a copy of a bank statement showing bank account details	

Checklist – have you:	
Discussed this application with Jo Naylor prior to applying?	
Made sure funding is for capital items?	
Made sure that the project(s) are in your Community (or Parish) Plan Action Plan?	
Sent a copy of the quote for the items mentioned in your application?	
Demonstrated that you have raised at least 15% of the total cost in cash or in kind?	

Signed: Print name:

On behalf of: Date:

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