

PLEASE SUPPLY DETAILS OF THE FOLLOWING INFORMATION WITH YOUR APPLICATION.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed. In addition copies of the Public liability insurance for the group must be submitted.

Applications for funding will be considered twice a year. The grant funding budget will be set by the Parish Council during its budget setting process each year.

Applications will be considered in the Full Council meetings in September. Applications must have been submitted by 1st August.

If the full grant budget has not been allocated in September then applications will be invited for consideration in the Full council meeting in March. Applications must have been submitted by 1st February.

Note: if you wish to apply for a grant of £1,000 or less please refer to the document – Derry Hill & Studley Parish Council – Application for Small Grant Funding.

The purpose of this document is to provide guidance on how to apply for funding to deliver a project which will deliver significant community improvement benefits.

- 1. PROPOSER/APPLICANT:** Sponsor of proposal or application, could be an individual, organisation, councillor, or council as a body.
- 2. SHORT DESCRIPTION OF PROPOSAL SEEKING FUNDING:** Outline of the requirement seeking funding from Parish Council Funds.
- 3. APPLICANT CONTACT DETAILS (if not the council or councillor):** Name, Address, Phone and Email.
- 4. ORGANISATION:** Where an organisation or group is seeking funding, details of that organisation, its purpose and whether or not it is a registered charity. If a charity, provide the charity number.
- 5. VAT:** VAT status of applicant, is VAT recoverable.
- 6. LOCATION OF THE COMMUNITY IMPROVEMENT IDEA:** Where, within the Parish or elsewhere, the Community Improvement Idea will be delivered.

- 7. COMMUNITY IMPROVEMENT IDEA PROPOSAL, INCLUDING OBJECTIVES AND DESIRED OUTCOMES:** Detailed description including start and end dates. This should also address the benefits to be derived from the Community Improvement Idea for the community, including the breadth of residents impacted e.g., does it provide benefit for old/young or all, could it aid and support those with disability challenges; will it aid community health and fitness. The potential legacy from the Community Improvement Idea and any ongoing maintenance implications and the management of these. The Environmental impact and benefits to be derived from the Community Improvement Idea, in particular will it enhance or detract from the rural environment of much of the Parish. How does it contribute to the budgetary and community priorities identified by the Parish Council in its financial plan? Requirements for any planning or other permissions to be sought in advance of Community Improvement Idea initiation.
- 8. ESTIMATED COMMUNITY IMPROVEMENT IDEA COST:** Is there an estimate of the cost for the Community Improvement Idea, including any feasibility work. What is the anticipated cost profile (by year) including on-going maintenance?

NOTES FOR APPLICANTS.

9. ELIGIBILITY

The following are not eligible for funding:

- Support for individuals
- Private organisations operated as a business to make a profit or surplus.
- Community Improvement Ideas that are the prime responsibility of other statutory authorities.
- Community Improvement Ideas that improve or benefit privately owned land or property.
- The activities of political organisations.
- General operational and maintenance costs.
- Repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Retrospectively for events that have already occurred, equipment already purchased, works already started or completed.
- Places of Worship (Please note this may depend on the Community Improvement Idea so contact the Clerk for more information)
- Applications from groups who have already received grant funding in the same financial year.

HOW THE PARISH COUNCIL WILL EVALUATE YOUR APPLICATION.

10. FINANCE COMMITTEE

You will be invited to present your Community Improvement Idea to the Finance Committee. **The application will not be considered without a representative of the application present at this meeting.**

This committee is responsible for reviewing your Community Improvement Idea and producing recommendations to the main council. If your Community Improvement Idea is approved by the main council, a lead councillor will be assigned as the person accountable to the council for the delivery of the project.

The Council will use the scoring matrix shown here to evaluate any applications for funding that are received.

11. APPLICATION FOR FUNDING – MATRIX SCORING CRITERIA

Each criterion will be scored on a basis of 1 to 5, where 1 indicates that the criteria is not fulfilled at all, and 5 suggests that the criteria is exceeded.

Each criterion is also weighted to reflect the importance of each element to the council and its overall priority for the allocation of available resources. The weighting factor is a multiplier – i.e. the score for each criterion will be multiplied by its relevant weighting.

Any application that scores 1 or 2 in any of the criterion will not be successful and will not be progressed for consideration by Full Council.

11.1 Application Criteria

Satisfy Application Criteria: Yes or No. Is the request from an organisation or community group from within the Parish? Has the required supporting documentation/evidence been provided e.g., audited accounts or charity number. Failure to satisfy the criteria will result in a rejection of the application; this does not disqualify further applications once the criteria have been met.

11.2 Neighbourhood Plan

Alignment with Neighbourhood Plan: Weight [5] Does the application clearly identify that provision of the funding will aid delivery of a specific Community Improvement Idea/facility/capability or service set out in the Neighbourhood Plan? Does it help deliver community and budgetary priorities identified by the Parish Council? Does the Community

Improvement Idea seek to address specific needs arising from development with the community? Is there evidence of community consultation and support for the proposal. Are these points clearly articulated and referenced?

11.3 Community Benefits, Need & Demand

Community Benefits, need and demand: Weight [5] Does the application clearly set out the benefits to the community of pursuing the Community Improvement Idea with the allocation of public funds controlled by the Parish Council? Which residents and how many will potentially benefit from the Community Improvement Idea, what age groups will benefit and how; could it aid and support those with disability and learning challenges; will it aid community health and fitness. Has evidence been provided to clearly identify that there is a public demand for the Community Improvement Idea.

11.4 Environmental Benefits

Environmental Benefits and Impact: Weight [3]. Does the case clearly describe the environment impact and benefits that will derive from the proposed Community Improvement Idea e.g., is the Community Improvement Idea self-sustaining, does it enhance or detract from the rural environment in much of the Parish; positive environmental impact will score highly whereas a detrimental impact will reduce the score.

11.5 Measuring Benefits

Mechanism for measuring Community Improvement Idea benefits: Weight [3]. Has a clear approach been identified for measuring the benefits to be delivered by the Community Improvement Idea.

11.6 Legacy Potential/Impact and Sustainability of benefits.

Legacy Potential/Impact & Sustainability of the benefits: Weight [3] Is there a legacy from the Community Improvement Idea, are these clearly described. Are there any ongoing maintenance and management requirements arising from the Community Improvement Idea? Does the proposal address what these are, how they will be addressed and funded? Of these will it enhance or detract from the rural environment of much of the Parish. How does it contribute to the budgetary and community priorities identified by the Parish Council in its financial plan? Requirements for any planning or other permissions to be sought in advance of Community Improvement Idea initiation.

11.7 Funding / Costs

Funding: Weight [3] The source of funds to include details of additional funding secured or being secured and allocated to the scheme; potential sources of match funding and details of how this is being explored. The level of confidence in the costings provided will be assessed.

11.8 Legislative Requirements

Legislative requirements: Weight [3] Is delivery of the Community Improvement Idea contingent upon securing legislative approval e.g., planning approval. If so, what consultation has taken place and what is the impact on the proposed timetable for the Community Improvement Idea.

11.9 Community Improvement Idea Management

Community Improvement Idea Management: Weight [4] How will delivery of the Community Improvement Idea be managed and is there an adequate Community Improvement Idea and risk management plan

Council use only	
CII Number	

DERRY HILL & STUDLEY PARISH COUNCIL – APPLICATION FOR FUNDING FORM

(Please use additional sheets as required)

Proposer/applicant		Contact details (address/telephone/email)	
Is the applicant a registered charity? (If so, give number)		VAT status of applicant (if registered give number)	
Short description of application seeking funding.		Location of community improvement idea (which Ward if it is within the parish)	
Amount of funding sought this year (£)		Total amount of funding sought (£)	
If ongoing maintenance is required, how will it be funded?		If parish council support with ongoing maintenance is requested how much per year?	
If the total cost is higher than funding requested, how will balance be financed?		Have you applied for funding for this project from elsewhere? If so from whom and for how much?	
Detailed description of Community Improvement Idea (attach other sheet(s) as required) – including how the project will be managed (see section 11.9)			
Benefits to be delivered by the Community Improvement Idea (attach other sheet(s) as required) (see section 11.3)			
Who will measure the delivered benefits and how? (Attach other sheet(s) as required) (see section 11.5)			
Legislative requirements – e.g. planning permission. (see section 11.8)		Alignment with Neighbourhood Plan (see section 11.2)	
Local consultation – have local people been consulted about this proposal? If so how many, how was it done and what were the results. (see sections 11.2 & 11.3)			
Sustainability, environmental benefits & impact (see sections 11.4 & 11.6)			

DERRY HILL & STUDLEY PARISH COUNCIL – APPLICATION FOR FUNDING FORM**(Please use additional sheets as required)****SCORING**

CII – Ref number -	Scoring (1-5) – Criteria given below	Weighting – Importance to Community/Council	Total Score
Alignment with Neighbourhood Plan		5	
Community Benefits		5	
Environmental Benefit Impacts		3	
Measuring Benefits		3	
Legacy Potential and Impact / Sustainability		3	
Funding / Costs		3	
Legislative requirements to be satisfied		3	
Project Management and Risk		4	
Total			

Scoring Criteria

Score	Meaning
1	Unacceptable response: • none provided • demonstrating a significant misunderstanding of the question • not meeting the criteria even to a minimum extent
2	Weak response: • meeting certain aspects to a minimum extent but fails in others • little evidence of ability to meet or deliver to the proposed criteria
3	Fair response as: • meeting the majority but not all aspects of the criteria • adequate evidence of ability to meet or deliver to the proposed criteria
4	Good response: • meeting all aspects of the criteria • comprehensive, clear proposal demonstrating a good understanding of the criteria • clear evidence of ability to meet or deliver to the proposed criteria
5	Response which exceeds criteria: • Materially exceeding the criteria, through a creative or innovative response or where additional 'added value' areas have been identified • clear evidence of ability to exceed the proposed criteria