



## **GRANTS TO LOCAL ORGANISATIONS**

### **Guidance Notes for Potential Applicants**

#### **1. Introduction**

The Rustington Parish Council is committed to the success and development of local community and voluntary groups and organisations within the Parish. In furtherance of this policy a Community Grants Fund is operated by the Council and applications are considered once annually. Grants are primarily given as a pump priming exercise, to enable things to happen and to show the Council's support to those groups and organisations doing good work in the community.

#### **2. Criteria**

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indicator of need but are not exclusive and will be flexibly applied.

- a. Are the activities of the organisation or association readily available to the community in general?
- b. How many members or persons derive benefit from the particular activities involved?
- c. What percentage of the members are children, elderly or disabled in some way?
- d. What is the range of activities undertaken and the programme of the organisation concerned?
- e. What are the current finances of the organisation and how great is the need for grant aid?
- f. How much self-help has been generated by the organisation in attempting to solve its own financial problems and/or meet its financial costs?
- g. What grant aid is available from other sources?
- h. Financial assistance will not normally be offered to any national organisation or body from outside the Parish unless it can be shown that the local population will be able to derive some benefit from the services provided.
- i. Regard will be made to the relative merits of such services when deciding which grant organisations will receive priority.

#### **3. Applications**

Applicants are asked to submit the following information with their formal application.

- a. A current financial statement. Where an organisation has its accounts audited on an annual basis, a copy of these accounts for the previous financial year would be helpful.
- b. Details of membership by category (i.e. senior and junior memberships, full and social members etc.).
- c. Precisely what the grant is required for. Who will benefit and how? Other means of financial assistance being considered including self-help initiatives.
- d. Details of the organisation's programme indicating the range of activities undertaken.

*(Continued...)*

- e. Confirmation that membership of the organisation is readily available to the general community. A copy of the club/organisation's constitution should also be enclosed.

#### **4. General Note**

Individual applications from Scout and Guide groups, playgroups and other organisations with a local parent body will not normally be considered. In such cases, due to limited funds available, applications will only be considered when made by the District Association, or other parent body as appropriate. This will ensure that the initial prioritisation of such applications is undertaken by those with detailed knowledge of specific local needs and requirements.

***Applications and supporting information should be sent to:***

*The Clerk of the Council, Rustington Parish Council, Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB*

---

**Applications for Revenue Grant Assistance are considered once annually at the June meeting of the Finance and General Purposes Committee and recommendations of that Committee will be subject to formal ratification at the June Council meeting. All applicants will be advised of the Council's decision as soon as possible after the Council meeting.**

*January 2018*