

BRADFORD TRIDENT COMMUNITY COUNCIL

SMALL GRANT SCHEME

Guidelines for Small Grants

Bradford Trident Community Council is operating a small grants scheme so local groups can apply for funding to run activities or events in the local area that bring community benefit.

1. Groups within the Bradford Trident Community Council area can apply to the fund. Those outside this area who can demonstrate direct benefit to the residents will also be eligible to apply
2. The small grant scheme will support revenue projects
3. Groups will apply to the fund using the agreed application form
4. Groups will be expected to supply accompanying documentation i.e. group constitution or set of rules and a copy of the most recent or audited accounts
5. Groups who are awarded the grant will be expected to provide proof of spend by 31st March 2019 including a monitoring report and photos indicating how many people from the BD5 area have benefitted. Groups may also be requested to give feedback at the Annual Community Meeting.
6. The Community Council is at liberty to award grants of below or up to £300. It is also at liberty to vary the amount between individual organisations depending on the need expressed and the view taken by the Council. These amounts may be reviewed if the scheme is operated in future years
7. All applications will be judged on their own merit and consideration will be given to the financial stability of the group and whether the organisation is sustainable without funding.
8. Groups will be expected to contribute some of their own funds or other funding to the project
9. Where partnership funding is being sourced outside the Community Council, the Council would wish to see that such funding has been secured prior to awarding a grant
10. Retrospective applications (i.e. for projects already completed) will not be allowed.

11. There will be two rounds of applications this year (2017/18). The deadline for applications for the summer round of funding is 4pm, Friday 25th May 2018 and 4pm Friday 30th November 2018 for the winter round of funding.
12. Applications can be submitted any time but will not be considered until after the deadline date. Applicants will be contacted as soon as possible after the Community Council meeting following the deadline.
13. The project must be completed by 31st March 2019, which means all monies must be spent and accounted for by this date.
14. Cheques will only be made payable to the organisation applying for funds or in some circumstances, to an umbrella organisation if a group does not have a bank account. Cheques will not be made payable to an individual/personal name.
15. 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
16. Organisations will not be awarded funding more than once a year.
17. Councillors should not submit applications on behalf of; or be the small grant contact for organisations they are linked with/affiliated to.