

Rendlesham Parish Council Grants Scheme

Guidance notes

What is the Parish Council?

Rendlesham Parish Council is the first tier of local government for the parish of Rendlesham and is committed to working together with the residents of Rendlesham for the benefit of the parish. It is a statutory body and has wide ranging powers and interests, one of which is to consider that any development within the parish complies with the current Suffolk Coastal District Council Local Development Framework and the County Council Structure Plan.

The Council has 11 elected councillors and one part time employee, the Clerk, who carries out the administration and financial duties. Full Council Meetings are held monthly on the first Monday of the month. Notice of meetings are posted on the notice boards in the village and are open for all village residents to attend. There is a 15 minute public session prior to all meetings.

The Council also facilitates the Annual Parish meeting, typically in April.

How does our Grants Scheme Work?

The Parish Council has established a grants scheme for the benefit of all who live and work in Rendlesham. The Council seeks to support organisations that provide a benefit to some or all of the residents of Rendlesham.

This can include:

- Older people
- Children
- Young people
- People suffering from a long-term disability or illness
- Carers
- Low-income families
- Minority groups
- People with mental health needs

The aim of the Parish Council's grant-making is to:

- Support local solutions to meet local needs
- Promote community cohesion
- Develop a sustainable and supportive community
- Promote health and wellbeing
- Tackle disadvantage

Applications can be made for revenue or capital funding.

What are the criteria for the Parish Council Grant Scheme?

You can apply for projects that support and aim to:

- Provide young people with positive activity and influence that helps develop good citizenship or helps prevent anti-social behaviour.
- Improve community safety issues, particularly for elderly or vulnerable people.
- Promote community cohesion, particularly for projects that bridge generation gaps or helps minority groups become part of the wider community.
- Promote life skills

And any other projects at its discretion.

What we will not Fund?

- Projects not benefiting people living in Rendlesham
- Individuals or families for personal needs
- Promotion of religious or political causes
- Retrospective funding
- Groups that have significant unrestricted reserves
- Payments towards endowment funds
- National charities that are not providing clear local benefits
- Overseas expeditions
- Medical research and equipment for statutory or private healthcare
- Start-up funding for a project that is unable to start within nine months

Who can apply?

The Parish Council will consider applications from voluntary and community groups in Rendlesham whose primary aim is to improve the quality of people's lives.

How do you apply?

- The Parish Council is committed to making the grant application process as easy and as accessible as possible for local voluntary and community groups, regardless of size and professional fund-raising expertise. Please contact the Parish Clerk if you have any difficulties in accessing the forms etc., or completing the forms.
- Application forms can be obtained from the Parish Council offices or downloaded from our website. **www.rendlesham.suffolk.gov.uk**
- The Parish Council welcomes the opportunity for a preliminary discussion as to whether your application meets the eligibility criteria prior to you submitting it for assessment. If your project does not meet the eligibility, we will try to provide information to help you identify alternative funding sources.

What do we require from you?

- Completed application form. The application will need to show that funding has been sought or raised from other sources (this can be from other grants or from members of your group).
- Constitution or governing document
- Up-to-date, approved annual accounts or financial statement signed by the treasurer (if your organisation has been running for 12 months or more)
- A budget for the first year (if your organisation has been running for less than 12 months)
- Any other material you consider relevant to support your application

Please note that there is no right of appeal on award decisions made. The Parish Council will let you know if you have been successful within 8 weeks of receiving the application.

How will we pay you?

Once you have been awarded a grant, the Parish Council will make the payment on receipt of our signed terms and conditions.

How are grants monitored?

The Parish Council will ask you to provide feedback on how the grant has been spent and the benefits it has achieved. This will be in the form of a short report (verbal or written) at the Annual Parish Meeting held in April.

For further information please contact:

Heather Heelis
Parish Clerk
Rendlesham Parish Council
Rendlesham Community Centre
Walnut Tree Avenue
Rendlesham
Suffolk
IP12 2GG

Tel: 01394 420207

Email: Rendlesham.parcouncil@virgin.net

Please send your completed application form and accompanying paperwork to the above address.