



## **Farnham Town Council**

### **Project Grant Funding**

#### **Grant Eligibility, Criteria and Conditions**

##### **Eligibility**

Projects eligible under the grants scheme include the following:

- ✚ Projects which are located within Farnham and will benefit Farnham residents;
- ✚ Projects should normally be based on a request for matched funding up to a maximum of 50%.
- ✚ Grants are for Capital or project costs only. Grants for revenue costs are not eligible and are considered separately. Revenue costs are defined as the on-going costs of an organisation, including salaries, rent, rates, heating, lighting etc;
- ✚ Projects within schools and churches are eligible, if there is a wider community benefit;
- ✚ Arts projects will be eligible, provided there is an educational or community benefit;
- ✚ Costs for general routine maintenance and repair of existing facilities or buildings are not eligible
- ✚ Retrospective funding will not be granted.
- ✚ The range of projects that can be supported include: ~
  - ❖ Youth Facilities, schemes and projects.
  - ❖ Cultural and Arts Schemes
  - ❖ Heritage Projects
  - ❖ Environmental Projects
  - ❖ Leisure, Sports and Play Facilities
  - ❖ Community Buildings
  - ❖ Village Halls
  - ❖ Community Transport

##### **Criteria**

Applications will be judged on the degree to which the project meets the following criteria:

- ✚ Demonstrates that there is a clearly identified need for the project

- ✚ Provides clear community benefits by improving local services or facilities, particularly for those in greatest need.
- ✚ Meets Farnham Town Council's corporate policy objectives.
- ✚ Projects which are developed in partnership with local communities and with the appropriate local, regional or national organisations.
- ✚ Projects which demonstrate community participation and consultation to determine support for the project.
- ✚ Projects which demonstrate thorough and accurate project costings
- ✚ Projects where there are clear targets and timescales and the organisation has the necessary skills and resources for completing the project within a year of the grant award being made
- ✚ Projects that demonstrate that they are sustainable and that the funding required to maintain the completed project has been identified.
- ✚ Organisations with large general reserves (excluding any designated funds for specific projects) will need to justify the level of reserves in relation to the grant request and will be considered on a case-by-case basis.

### Conditions of Grant

- (a) Applications will be considered from community associations, cultural, educational, sporting, leisure and charitable organisations for financial assistance towards specific project costs.
- (b) A signed constitution, or set of rules detailing the organisations aims and objectives.
- (c) A bank or building society account in the name of the organisation.
- (d) Individuals, commercial organisations and political and pressure groups are not eligible for a grant.
- (e) The Town Council will not usually approve a grant in excess of 50% of the cost of any project or activity for which support is being sought.
- (f) When an organisation receives a grant it must inform the Council of
  - The date from which project costs will first be incurred
  - The satisfactory completion of the project together with evidence of expenditure incurred.
- (g) When the grant exceeds £2000 the applicant must submit an annual report of accounts which contain information on the use of the grant within six months of the end of the applicant organisations financial year.
- (h) Evidence of local fund raising effort.
- (i) An up-to-date copy of a certified set of accounts.
- (j) When a grant exceeds £2,000 or more an annual report or accounts which identify the use of the grant should be submitted to Farnham Town Council within six months of the end of the relevant financial year.