
Community Fund Policy



Council of the
ISLES OF SCILLY

December 2017

REVISIONS TO SOURCE DOCUMENT

Version	2.01	Approving Committee	Full Council
Date	4 December 2017	Ratified by Council	14 December 2017
Responsible Officer	Assistant: Democratic Services & Corporate Development	Review Date	December 2018

VERSION HISTORY

Date	Version	Author/Editor	Comments
unknown	1.0	unknown	Web-based guidance including general criteria & application form
4/12/17	2.0	Assistant: Democratic Services & Corporate Development	Draft policy
5/12/17	2.01	Officer: Policy & Scrutiny	Formatted
21/12/17	2.02	Assistant: Democratic Services & Corporate Development	Updated with amendments agreed by Council

EQUALITIES IMPACT ASSESSMENT RECORD

Date	Type of Assessment Conducted	Stage/Level completed (where applicable)	Summary of Actions Taken Decisions Made	Completed by.	Impact Assessment Review date

DOCUMENT RETENTION

Document retention period	
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If you require this document in an alternative language, in larger text, Braille, easy read or in an audio format, please contact the Council at diversity@scilly.gov.uk or telephone 01720 424000

INTRODUCTION

- 1.1 Under the terms of the Local Government Act 2000, the Council of the Isles of Scilly is permitted to give financial assistance to any organisation or individual where it considers this will be likely to promote or improve the economic, social or environmental wellbeing of the islands.
- 1.2 In accordance with this, the Council sets aside an annual budget of £3,500 for a Community Fund. Once this budget has been allocated no further applications will be progressed in the financial year.
- 1.3 We welcome applications for grants in support of community events and capital projects, such as the purchase of equipment and works to buildings. Recent successful applicants (2016/17) include:
 - 1.3.1 St Martin's Cricket Club – £1,000 to support the construction of a new pavilion and equipment storage area
 - 1.3.2 The 'Telegraph 200' project – £750 to support the construction of a temporary replica semaphore mast marking the 200th anniversary of the semaphore station
 - 1.3.3 The Isles of Scilly Folk Club – £500 to support the Folk Festival

WHO CAN APPLY?

- 1.4 In a word, anyone. Applications are welcomed from voluntary groups and societies, clubs, not-for-profit organisations, local charities, schools, nurseries and individual members of the public.
- 1.5 We also welcome applications from regional and national charities where the grant is likely to benefit the Isles of Scilly.
- 1.6 Grants will not be made to or for any commercial venture for private gain.

MAKING AN APPLICATION

- 2.1 Applications for grants should be made using the Community Fund Application Form (see Annex 1).
- 2.2 If the proposed grant is intended for working with or providing services to children or vulnerable adults, details of safeguarding arrangements must be provided.
- 2.3 Organisations must supply a set of accounts, or a financial statement, for the last financial year.
- 2.4 Detailed cost estimates and/or quotations relating to how the grant would be spent would help to support the application.

- 2.5 Provided that the completed application is received two weeks in advance and otherwise meets the Council's requirements, it will be considered at the next meeting of Full Council. Members may:
- 2.5.1 Approve an application for the amount requested
 - 2.5.2 Approve an application but for a reduced amount
 - 2.5.3 Reject an application
- 2.6 Grants will not be made retrospectively where expenditure has already been incurred.
- 2.7 Grants will not be made for revenue items, e.g. ongoing expenses or staffing costs.
- 2.8 When considering an application, Members will take into account the amount of money being raised by the applicant from other sources.
- 2.9 Where a grant is made by the Council of the Isles of Scilly, this should be recognised in any publicity – including by the Council's logo being displayed. A logo will be provided.
- 2.10 If a grant is not used for the purposes for which it was awarded within 12 months, the recipient will be required to repay the money to the Council. Extensions may be allowed at the Council's discretion. If a grant is used other than for the purposes for which it was awarded the recipient will be required to repay the money to the Council.
- 2.11 Applicants will be required to provide receipts or such other proof as the Council may reasonably require as evidence of how the grant was spent.
- 2.12 For further details, please refer to the Assistant: Democratic Services & Corporate Development on 01720 424041 or jpayne@scilly.gov.uk.

Annex 1. APPLICATION TO COMMUNITY FUND

The application form is available on request in electronic format. Please return the completed form to:

Assistant: Democratic Services & Corporate Development
Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly, TR21 0LW

Contact details

Name of applicant:

Address:

Email:

Phone:

Organisation details (if applicable)

Name of organisation:

Applicant's position within organisation:

What does your organisation do?

What are the main sources of income for your organisation? If you charge a membership fee, please provide further details.

A set of accounts, or a financial statement, must be supplied for the last financial year.

You need to enclose a copy of your organisation's rules or constitution with this application. *If none is available, please explain how your organisation makes decisions. If membership is restricted, please explain the qualifying criteria.*

Project details

Detailed cost estimates and/or quotations would help to support your application.

How much are you applying for from the Community Fund?

If successful, what will the grant be used for?

Who will benefit from the grant?

What is the likely total cost of the project?

How do you expect to raise the rest of the money?

If your project involves working with or providing services to children or vulnerable adults, what safeguarding arrangements do you have in place?

Is there any other information which you consider relevant to your application?

If a grant is awarded, I agree to abide by the conditions laid down in the Community Fund Policy.

Signed.....

Name.....

Date.....