



Duffield Community Association

Grant Award Policy

This document gives the DCA's general funding principles and details its expectations of all groups in receipt of grant aid.

Duffield Community Association (the DCA) will consider applications for grants at any time from voluntary groups; charitable organisations and village schools for extra curricula activities.

Grant applications will be considered by the Executive Committee and approved by Full Council.

To qualify for an award the applicant must be able to demonstrate that any funding from the DCA will benefit Duffield, or residents of any age of Duffield. In assessing applications, consideration will be given to whether the benefits are tangible, there is a legacy, how many persons will benefit, etc.....

In determining the validity of an application, the DCA will refer to the following guidelines:

Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that enhance the area.
5. Towards the running costs of a group/project that is reliant on donations.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

Conditions: -

1. Grants will be awarded to Affiliated Organisations, not to individuals.
2. The award must be used for the purpose for which the application was made.
3. If the group is unable to use the award for the stated purpose, all monies must be returned to the DCA.
4. All awards must be properly accounted for and evidence (eg photos) of expenditure should be supplied as requested. If the DCA is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
5. Grants will normally be limited to £500, but exceptions can be made.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation affiliated to the DCA. The DCA defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee.
2. The DCA will not fund activities that it considers to be the responsibility of a Statutory Authority (e.g. Local Authority, Department of Education).

Groups applying for grant aid should note:

- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.
- Grants should not be made to cover money already spent.
- Grants will not be made to groups, which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes.
- Groups will be required to return grant-aid if they close before the project is completed.,

Voluntary groups grant-aided by the DCA are required to:

- Report back as required to the DCA on their activities.
- Provide evidence of how the monies have been spent, eg photos
- Acknowledge the DCA's support in any related publicity and annual reports, where applicable



**DUFFIELD COMMUNITY ASSOCIATION
APPLICATION FOR FINANCIAL ASSISTANCE**

1 Name and address (as applicable) of Organisation:
2 Name and email address of correspondent (and office held):
3 What are the objectives of your organisation?
4 Describe your project and what the money will be used for. Please explain clearly and simply the reason for your request and identify where the DCA's money will be spent.
5 Who will benefit from your project:
6 Total cost of your project:
7 How much funding are you asking DCA for:
8 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):
9 Is there anything else you wish the DCA to take into account when considering this application?
10 Please list any supporting documents you have attached with this application.

I agree to the Conditions of Grant Aid as set out by Duffield Community Association

Signed:

Name of Organisation:

Position in Organisation:

Dated: