

**Newark & Sherwood District Council**

**Parish and Town Council Initiative Fund**

Newark & Sherwood District Council's Parish and Town Council's Initiative Fund contributes towards the Council's objective to 'Increase participation with the Council and within local communities'.

The District Council's Community Relations Team manage the Parish and Town Council Initiative Fund established to assist and enable communities to bring about a positive and lasting change for the benefit of the whole community.

**Who can apply for funding?**

Applications for funding are welcome from any **parish or town council** in the Newark and Sherwood district. Where no formal parish council exists, the local District Councillor, with endorsement from the parish, will be eligible to apply on its behalf.

**What do we fund?**

The focus of the £200,000 grant fund will be Cleaner, Safer, Greener (CSG) in line with the Council's commitment to making the District a better place to live and to 'improve the cleanliness and appearance of the local environment'. The grant fund will have themed rounds and will be available for projects that demonstrate lasting community benefit aligned to CSG principles.

Our funding can contribute towards any project that improves a community asset whether this be a community building, the purchase of new equipment, the creation of local community projects and initiatives and supporting community focused groups in order to improve to improve community engagement and community resilience in respect of the principles of CSG.

Any parish or town council and or parish meeting with an idea or a 'ready to go project' requiring some additional support are invited to get in touch with the team at [communityengagement@nsdc.info](mailto:communityengagement@nsdc.info)

We will be able to discuss how your project aims and objectives relate to the Parish and Town Council Initiative Fund priorities and take you through the process and the details needed to secure funding.

Applications for funding will be assessed on their ability to demonstrate a positive and lasting community benefit and impact and how they contribute to both locally agreed community priorities such as Neighbourhood and community-led plans, such as a Parish Plan, and the District Council's priorities as listed in its Community Plan, which is available at <https://www.newark-sherwooddc.gov.uk/yourcouncil/councilpriorities>

**The Fund Process**

There will be two rounds of grant allocations a year. Grant applications will be considered and determined by a panel of district councillors who will meet in April and October to consider the applications received. The closing date for each panel will typically be a month before the panel meeting date and will be advertised on the Council's website <https://www.newark-sherwooddc.gov.uk/grantsandawards/>

Each round will be themed as follows:

- April 2020 and October 2020 – Greener initiatives
- April 2021 and October 2021 – Safer initiatives
- April 2022 and October 2022 – Cleaner initiatives

Only applications for the themed rounds will be considered and applicants will be notified of the panel decision in writing within two weeks of the panel meeting.

### **Fund Criteria and Eligibility**

Applications should meet all of the following criteria in order to be considered. It is a competitive process, so grants will be approved on their merits.

- Projects/activities must deliver measurable results against the priorities of the District Council as set out in the Community Plan <https://www.newark-sherwooddc.gov.uk/yourcouncil/councilpriorities> which forms the cornerstone of all strategies and plans across the Council's service areas and responsibilities and aligns to the Cleaner, Safer, Green priority.
- Applications must be able to demonstrate alignment to local parish or town priorities.
- Applicants must be able to demonstrate that without support from the District Council the project/activity would not be able to proceed at all or to the extent outlined in the application.
- Applicants with significant funds in place or higher levels of reserves must demonstrate why funding from the District Council is needed.
- Applications must include relevant supporting documents such as business plan, project plan or specification (where applicable) to underpin the application.
- If the application is successful, it is expected that you will have a plan to sustain the project/activity after the end of the funding period.
- Successful applicants must provide appropriate reporting and/or monitoring for their projects/activities in a format determined by the Council.
- Successful applicants must acknowledge the support of the District Council in all publicity and media coverage relating to the project,
- Applicants must have appropriate policies, procedures and insurance in place to the satisfaction of the Council.

### **Financial Eligibility**

Applicants will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. In cases where reserves held exceed this level, a reduced level of funding may be agreed.

The following funding is available under the scheme:

- The maximum allocation per parish or town council is £20,000.
- The District Council's contribution is a maximum of 50% of the project cost.

Applicants can apply as many times as they wish although the maximum grant funding that can be secured throughout the duration of the fund will not exceed £20,000. Applicants are advised that the Council has absolute discretion in respect of awards made by the grants panel.

### **What We Can't Fund**

- Projects that already receive funding from other Newark and Sherwood District Council sources.
- Retrospective applications for projects or initiatives that have already been carried out, you must apply for a grant and receive an offer from us before starting any work or making any purchases.
- General/core running costs of an organisation.

### **How to Apply**

- Applicants are advised to contact Council's Community Relations Team at [communityengagement@nsdc.info](mailto:communityengagement@nsdc.info) to discuss your project.
- Application forms, criteria and guidance notes can be downloaded from this webpage <https://www.newark-sherwooddc.gov.uk/grantsandawards/>
- You will be required to submit a copy of your governing document/constitution, your last 3 months bank statements, annual accounts, and a breakdown of all costs associated with your project supported by at least two quotes or estimates from suppliers. Where a project or initiative involves work with children, young people or vulnerable adults applicants will be required to submit a safeguarding children policy and/or a safeguarding vulnerable adult's policy.
- Completed applications for funding should be returned to [communityengagement@nsdc.info](mailto:communityengagement@nsdc.info)