



## **CHICHESTER CITY COUNCIL**

### **GUIDELINES FOR SUBMITTING A DISCRETIONARY GRANT APPLICATION**

**EFFECTIVE FROM 1 APRIL 2012**

Chichester City Council's Community Affairs Committee will hold two Special Meetings per year to discuss Discretionary Grant Applications. These meetings will be held in February and July with the February Discretionary Grant cheques being presented at the Council Meeting in April and the July cheques at the September Council Meeting.

#### **Discretionary Grant Applications will be considered and determined if :**

- the community organisation applying for a grant is a not for profit organisation
- the residents of Chichester benefit from the organisation
- a simple Business Plan outlining why a grant should be awarded is attached to the application
- a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application

#### **Discretionary Grant Applications will not be considered if :**

- an organisation has already submitted a Grant Application in a financial year
- the organisation is the Mayoral Charity for the year
- the application is received from a political organisation
- the application is received from a lobby group
- the application is applied for retrospectively

Only in exceptional circumstances would any of the above criteria be re-considered

#### **Successful Discretionary Grant Applications will require the following from the organisation :**

- that only **one** representative of the organisation attend the Council Meeting to receive the Discretionary Grant Cheque
- that Chichester City Council is acknowledged in any literature produced in connection with the Discretionary Grant
- the organisation prepares and submits a report to Chichester City Council within 6 months of receiving a Discretionary Grant on how the grant was expended