

**GUIDELINES FOR SUBMITTING A DISCRETIONARY GRANT APPLICATION
EFFECTIVE FROM 28 NOVEMBER 2018**

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 April and October with the April Discretionary Grants being paid by BACS after the Council Meeting in April and the October Grants being paid by BACS after the December 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
- a grant submitted for a particular event being held within the next 12 months has a copy of the Event Insurance Schedule 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 :

- bank details to enable the grant money to be paid electronically into the organisation's account
- that only **one** representative of the organisation attend the Council Meeting to give a brief presentation on the role of the organisation and how the money will be expended
- 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
- that any Condition attached to a Discretionary Grant be implemented within 6 months of receiving the Grant unless there is extenuating circumstances for this timescale to be extended to 12 months. After 12 months, if the Grant has not been expended, the City Council will request the grant money be returned