



**SUBMITTING A DISCRETIONARY GRANT APPLICATION  
GUIDELINES AND TERMS  
EFFECTIVE FROM 11 JANUARY 2021**

Chichester City Council's Community Affairs Committee holds one Special Meeting per year to discuss Discretionary Grant Applications in April with the awarded grants being paid by BACS after the Council Meeting in April of the same year.

**Discretionary Grants fall in to two categories:**

- Up to £500
- Over £500 – *applicants should note all terms, including the additional section at the end of this document.*

**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
- the grant is intended for equipment or capital purchases or for staff funding for a specific and finite project
- 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

**At the discretion of the Community Affairs Committee, applications by organisations may be declined for a number of reasons which may include:**

- the organisation has been in receipt of a Discretionary Grant in more than one of the previous three financial years
- the amount being applied for is in excess of £2500

**Applications for Grants of over £500 will require a representative of the organisation to attend the April Community Affairs Committee meeting to give a short explanation of the application and answer Committee Members' questions.**

**Applicants should note that Discretionary Grants are intended for small, one off projects and awards are initially assessed on this basis. Applicants for Grants of over £500 are encouraged to seek funding from additional sources to supplement any awards made by the City Council.**

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

- 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
- the grant is being sought to cover ongoing running costs of the organisation

***Only in exceptional circumstances, and at the discretion of the Community Affairs Committee; would any of the above criteria be re-considered.***

### **Chichester City Council will require the successful Discretionary Grant Applicants to agree to the following:**

- a. bank details are to be supplied to enable the grant money to be paid electronically into the organisation's account
- b. **if your grant application is successful, one** representative of the organisation to attend the Full Council Meeting in April to give a brief presentation on the role of the organisation and how the Grant will be used
- c. that Chichester City Council is acknowledged as prominently as appropriate in any literature produced in connection with the project funded by the Discretionary Grant. Requests to use the City Council's crest and branding should be submitted in writing in advance of publication of any publicity materials
- d. **for Grants up to £500** - the organisation should prepare and submit a report to Chichester City Council's Community Affairs Committee within 6 months of receiving a Discretionary Grant on how the grant was expended
- e. **for Grants over £500** - the organisation should prepare and submit a report to Chichester City Council's Community Affairs Committee within 6 months of receiving a Discretionary Grant on how the grant was expended. This report should include proof of expenditure that can be matched to the planned spending outlined in the original application
- f. any requirement to vary the project or spending as outlined in the original application is to be authorised by Chichester City Council in advance of the variation occurring. Any such variation is at the discretion of the Community Affairs Committee
- g. any Grant monies spent on items not specified in the application and not subject to an approved variation to be repaid to the City Council
- h. that the project specified in the Discretionary Grant application be implemented within 6 months of receiving the Grant unless extenuating circumstances were agreed at the time the Grant was awarded and attached to the Grant as a Condition of Award
- i. if it is not possible to complete the project specified in the application within the initial 6 month period and there is no Condition of Award; the Community Affairs Committee has the discretion to extend this to 12 months. Any such variation must be applied for in writing in advance of the expiry of the original 6 month deadline
- j. further extensions beyond 12 months are at the discretion of the Community Affairs Committee and must be applied for in writing in advance of the 12 month deadline
- k. after 12 months, if the Grant has not been expended and no extension has been granted; the City Council will require the grant money be returned in full
- l. ***if an organisation breaches these Guidelines or any Conditions attached to the Grant at the time of it being awarded, that organisation may, at the discretion of the Community Affairs Committee, be required to repay the Grant to the City Council in full***

## **APPLICATIONS FOR GRANTS OVER £500 – ADDITIONAL GUIDELINES AND TERMS**

Projects submitted for Discretionary Grant funding of over £500 should aim to fulfil one or more of the following:

- improve quality of life for the residents of the Parish and stimulate cohesive and vibrant communities
- facilitate infrastructure where there are deficits within a community or area
- enhance local facilities available to new and existing residents of the Parish of Chichester

Completed applications will also be assessed against the following considerations, prior to presentation to the Community Affairs Committee:

- **The potential for a positive impact of the project in the Parish.**
- **The sustainability of the project.** What local commitment is there to its delivery, and on-going support? The Discretionary Grant should be viewed as a one off allocation and not create a dependency on future grant provision.
- **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
- **Value for Money.** Projects must demonstrate the appropriate use of public funds.
- **The expected benefit of the proposed project**
- **The evidence of community need**

### **General Requirements**

#### Applicants must:

- Complete all sections of the application form. The form has been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.

**For requests above £2,500, applicants should note that the Discretionary Grant scheme is intended for smaller community projects and applications above this amount are only approved at the discretion of the Community Affairs Committee based on the availability of funds after all other applications have been assessed.**

- Only spend a successful award on the purpose applied for.
- Notify Chichester City Council as soon as possible should a grant or any part of that grant, not be required.

#### Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable.
- Provide a full breakdown of costs.

### **Process**

Applications are received and followed up by presentations from the applicant at a meeting of Chichester City Council's Community Affairs Committee.