

## ALBRIGHTON AREA LOCAL JOINT COMMITTEE 18

**Guidance on grant applications from voluntary / community groups**

This Local Joint Committee invites applications for funding from its delegated budget in accordance with the following guidance, which is additional to the general Financial Procedure Notes for LJC's.

The delegated budget will be split into two funds, a community chest budget and a main funding budget.

The **Community Chest** budget will be £2000 and be spent at the discretion of the LJC on any small community project they feel appropriate. The maximum grant for this section will be up to £250. No organisation can apply more than once in any one year.

The remaining £19,000 will make up the main funding budget and be subject to the following criteria:

1. Proposals should normally have a benefit for the community or a section of the community **across** this LJC's area, ie the neighbourhood formed by the parishes of Tong, Donington with Boscobel, Albrighton and Boningale. Account will also be taken of the expected number of attendees/beneficiaries.
2. The applying body must be a constituted non-profit organisation and it must normally be based wholly within the LJC's area.
3. The proposal may be for "co-funding". The LJC is prepared in appropriate cases to jointly fund a project with another body such as one or more of the local parish councils, Shropshire Council etc. (provided such funding is new expenditure and not replacing an existing budget). If the LJC considers it appropriate then it may offer co-funding provided there is also support from another of these bodies.
4. The LJC will not fund projects that are in conflict with the Shropshire Council's policy or community strategy.
5. All applications must be submitted on the prescribed form, and be signed by the Chairman or the organisation's equivalent head officer. If more than one organisation jointly apply, the form must be signed by the Chairman or equivalent of all organisations jointly applying.
6. Deadlines for submission of grants will be one month before the meeting although exceptional circumstances such as Bank Holidays and "emergency/time limited" applications may mean deviation from this rule.
7. Retrospective funding will not normally be considered.
8. The Local Joint Committee will require details of how much effort is being put into the project. The organisation must demonstrate self funding/match funding which may involve volunteer time.
9. For the larger grants 2 years annual reports/accounts must be provided except for an organisation which has not been established for that period of time where a business plan or the aims of the organisation will be required.