

POLICY AND FINANCE VOLUNTARY ORGANISATION GRANT CRITERIA

1 The Overall Aim

Through the awarding of a voluntary organisation grant the Council wishes to ensure that the purpose of the grant sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit our residents.

Please ensure that this grant scheme is the correct one to apply under for your organisation type. As an example, this grant scheme does not support organisations whose main objectives are the provision of services of a recreation or cultural nature.

[Please see the council's other grant schemes online, where you may be able to apply.](#)

2 General

- (i) Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.
- (ii) Applications will only be accepted from properly constituted organisations operating on a non-profit making basis. A valid constitution **or** memorandum of articles and association, which clearly indicates the voluntary or charitable status of the organisation, must accompany all applications.
- (iii) Applications will only be accepted from town and parish councils if they are acting as an accountable body on behalf of a voluntary organisation.
- (iv) Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision-making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate against anyone because of:
 - age
 - gender reassignment
 - being married or in a civil partnership
 - being pregnant or on maternity leave
 - disability
 - race including colour, nationality, ethnic or national origin
 - religion or belief
 - sex
 - sexual orientation
- (v) Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fundraising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.
- (vi) Applications will only be considered if they include recent bank statements showing how much an organisation has in **all** of its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required.

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- (vii) Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit accounts that have either been approved by an independent examiner, or auditor (based on your annual income levels). If the amount applied for is greater than £10,000, we will also require a 3-year financial plan.
- (viii) The Council's grants scheme will not fund the following:
- Capital projects on which work has already started or in aid of expenditure already committed or paid.
 - Commercial organisations/businesses (including CICs).
 - Any activity that is designed to promote political party politics or influence government policies.
 - Applications from the County Council or other government agencies.
 - Applications from individuals
 - Applications from religious organisations unless there is a clear broad community benefit.
 - Activities that are considered for funding under the council's other grant aid schemes. As an example, this scheme does not support organisations whose main objectives are the provision of services of a recreation or cultural nature. Please see the council's other grant schemes where you **may** be able to apply.
- (ix) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support must clearly publicise the Council's support.
- (x) Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used, who it has benefited and the organisational objectives that it has helped to achieve.
- (xi) Applicants who receive funding from the Council must notify and repay the Council any unspent grant balances.
- (xii) No single organisation will be allocated more than one third of the total grant fund available for the financial year.

3 Capital Grants

Note: Capital grants refers to buildings infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.

- (i) The level of grant awarded from the fund for any individual capital project will not normally exceed 50% of the approved costs up to a maximum of £5,000. The Council may review these limits under exceptional circumstances.
- (ii) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years).
- (iii) Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).
- (iv) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.

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- (v) Applicants will need to provide three written estimates of building and/or purchase costs.
- (vi) Capital grants will be paid in arrears, either in full or part, following the submission of receipts or paid invoices relating to the equipment purchased or services provided.
- (vii) The grant funded asset must remain in the ownership of the organisation for at least 5 years. If ownership were to be transferred before the expiry of 5 years after payment to the awarded organisation, the grant would need to be repaid to the Council.

4 Revenue Grants

- (i) Revenue grants will be available for items of expenditure providing the applicant demonstrates that any such scheme is sustainable.
- (ii) Where possible, applications should give evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies, demonstrating links to other relevant initiatives.

5 Ribble Valley Borough Council Corporate Goals

- (i) All applications must be able to clearly show how it helps the Council achieve it's Corporate Goals. [The Corporate Plan is available to view online.](#)

For further information please contact:

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