

TERMS OF REFERENCE

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

The Parish Council will delegate the assessment of claims to a Committee of the Parish Council;

- the Committee will comprise 6 Members, 3 Parish Councillors and 3 Parishioners;
- the quorum of the Committee shall be 3 Members;
- the Committee will elect a Chair annually at its first meeting.

The Committee will undertake the following roles and functions:

- Annually, and in line with the timetable below and with the criteria set out below, meet as a working party to consider all applications for grants from the CIC fund made to the Parish Council.
- Hold a minimum of one formal (public meeting) per year to formally agree the recommendations to the Parish Council.
- Make recommendations to the Parish Council on which applications meet the criteria and should therefore be funded.
- Where necessary meet with applicants to discuss the detail of their application
- Recommend to the Parish Council any conditions that should apply to individual grants.
- Recommend to the Parish Council the formulation of any policy or strategy in relation to the allocation of the fund.
- To discharge all other aspects of the CIC grant function in accordance with the Eight Parishes Community Investment Company (CIC) rules, any policy or strategy relating to the function approved by the Parish Council, and within the fund provision allocated to the Parish Council.

The Parish Council will agree which applications for funding are successful based on how closely they meet the following criteria.

CRITERIA

1. Claims should be for community projects that benefit **significant numbers** of residents.
2. Projects must show that they will provide **long term** benefits to the community.
3. Preference will be given to claims that can show links to the community actions outlined in the Swinford Neighbourhood Plan 2018.
4. Applications **must** show clear links to the general fund priorities as described on the application form.
5. Applications should be for capital expenditure not for revenue expenditure or running costs. Applications for capital expenditure and running costs will **only** be considered in exceptional circumstances.

6. Any funds allocated can **only** be used for the purpose applied for. If funds are unused for the applied purpose six months from the date of draw-down they must be returned. Extensions to this timeframe will be considered in exceptional circumstances.
7. The Parish Council will approve payment claims NET of any VAT wherever possible and proportionate.
8. The form must be fully completed, either electronically or as a paper copy giving as much information as possible to enable a fair decision to be made. Application forms are available to download from www.eightparishescic.org or www.swinfordparishcouncil.gov.uk. Paper copies are available from the Parish Clerk on request.
9. If the applicant does not hold an audited bank account the Parish Council will retain any funds granted and issue payments on receipt of invoices and receipts.

APPLICATION TIMETABLE

The annual application timetable will run as follows:

1st December

New application round begins

31st January

Closing date for applications

February / March

Details of all applications published in the February issue of the Five Parishes News and on the parish council website, parishioner comments invited

March / April

Committee meets, makes preliminary assessments of claims and asks for any additional information from applicants if necessary

30th April

All additional information to be provided to the Committee

May

The Committee makes decision on which projects are to be recommended for funding and holds its formal meeting

June

Ratification of successful applications by full Parish Council

June / July

Payment of successful applications