

Community Enhancement Fund – Draft Guidelines

1. The overall purpose of the Community Enhancement Fund is to provide funding in support of local projects and initiatives that make a positive difference to the communities and residents of Tonbridge and Malling.
2. The fund is open to parish councils, local charities, local voluntary and community groups, sports and arts bodies and other similar organisations. National charities may also be supported on the basis that any funding awarded is spent wholly within the Borough. The fund is not open to individuals or commercial enterprises.
3. Priority will be given to bids in support of local projects which add value to community work, deliver clear beneficial outcomes and/or enable projects to proceed which may not have otherwise happened without support from this fund. Funding will not be offered simply to support recurring revenue costs.
4. Applications that can demonstrate the availability of matched funding for the project will be given additional priority.
5. Funding is available for both revenue and capital projects. However, funding for projects which are clearly the responsibility of other public agencies to deliver will not be given.
6. The maximum level of grant to be awarded to any one project will normally be £5,000. Awards above this amount will only be made in exceptional circumstances.
7. Grant will be limited to one award per year per organisation.
8. For grant applications which seek to deliver a project either within a single ward or neighbourhood, the application must be counter-signed by at least one relevant Borough Council ward Member before submitting the funding application. For applications for funding covering areas wider than a single ward, the application must be counter-signed by the Cabinet Member for Communities (or another Member of the Cabinet) before submitting the funding application.
9. For 2011/12, there will be one round of applications opening in July. For future years, two bidding rounds will be available opening in February and July. The Borough Council will establish a Member Panel to determine grant applications and its decisions will be ratified by the Cabinet Members for Communities and for Finance.

10. Applications for any urgent funding requests of up to £1,000 will be determined by the Cabinet Members for Communities and for Finance on an exceptional basis.
11. Those receiving grant support from the fund will be expected to provide information to the Borough Council demonstrating how the grant was spent and the outcomes of the work undertaken, and applicants must acknowledge the support of the Borough Council in any publicity material etc.
12. If grant applications for any period exceed the available budget, applications might need to be deferred to a later funding round.

The Borough Council will also consider requests from properly constituted bodies for interest-free loans from the Community Enhancement Fund on terms to be agreed with the applicant.