

## **Carrick Futures Small Grants Guidance for Community Councils and small grant applicants December 2016**

The Carrick Futures Small Grants scheme provides for an annual grant of £5000 for each of the six Carrick Futures Community Councils, for onward distribution by them in the form of small grants of up to £500.

The scheme is intended to support small, local initiatives, where the project cost is below the application threshold to the main fund i.e. £500.

Ongoing provision of Small Grants awards to each Community Council is conditional on compliance with this guidance and other terms and conditions as outlined in grant offer packs.

### **For applicants**

Small Grants support 'lower level' activity that is not of sufficient scale to be supported via an application to Carrick Futures main fund.

Groups that hold an award from the main fund cannot also apply to the small grants scheme for contributions to the same project, as this is felt to be unfair to smaller groups/projects.

Larger projects, where the total cost exceeds £500, should not apply to multiple Community Councils and instead apply to the main Carrick Futures fund.

In all cases, applicants will need to demonstrate that the proposed activity/project provides a level of community benefit.

At the discretion of each CC, grants can be made to unconstituted groups or individuals, or alternatively a 'sponsor' organisation may be nominated to hold the grant and make payments in respect of the project. The CC may itself act in this capacity.

### **For Community Councils**

The Carrick Futures Board will consider an additional payment up to a further £5,000, to a community Council which has exhausted its grant during the year on the basis of i) a completed monitoring report and ii) evidence of more demand from local groups. Decisions will be made on a case by case basis, based on other fund commitments/pipeline activity/available funds.

CCs will not be penalised for not spending down their small grants allocation in any one year. However when their balance is at £10,000 they will be required to spend it down to £5,000 before the next allocation is made.

Where communities have access to other small grant facilities, then it is reasonable to expect a CC to match fund between these 'pots'. Where this is the case, it is expected that CC's will be able to maintain a distinct record of Carrick Futures small grant transactions.

The Community Council will report at least annually on small grants distributed, using a simple monitoring report template. This will be sent to Community Councils at the same time as the original grant offer letter and grant acceptance form.

CCs will provide applicants with either the CF small grants application form or another form of application if preferred (alternative application form and/or letter).

CCs can approach the Secretariat at any time for guidance or advice on small grants.

**Discussed, reviewed and approved by the Carrick Futures Board**

**30th November 2016**