



## **Old Luce Community Fund Micro Grants Guidance**

### **for Old Luce Community Council and Micro Grant Applicants**

The Micro Grants scheme provides an annual grant of £5,000 for Old Luce Community Council, for onward distribution by it, in the form of micro grants of up to £500 to constituted groups and £250 to individuals.

Micro Grants support 'lower level' activity that is not of sufficient scale to be supported via an application to the Old Luce main fund. The scheme is intended to support small, local initiatives, where the total project cost is below the £500 application threshold to the main fund.

#### **For applicants**

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

Constituted groups may apply for up to £500 but have to show proof of their finances and their available reserves. Groups that hold or intend to apply for the award from the main fund cannot also apply to the micro grants scheme for contributions to the same project.

The Community Council can itself apply for a micro-grant itself should it require an amount of £500 or less for a community project. If the Community Council, or any other applicant, has several small projects, it is encouraged to link these together and apply for a larger amount from the main fund, rather than making several micro-grant applications.

At the discretion of the Community Council, grants can be made to un-constituted groups or individuals, however a 'sponsor' organisation should be nominated to hold the grant and make payments in respect of the project. The Community Council may itself act in this capacity. Individuals may apply for up to £250.

Applications should be made to the community council at least four weeks prior to funds required or one week before the next Community Council meeting (the Community Council meets on the first Monday of the month - except January and August when no OLCC meetings are held), using the current Old Luce Micro Grant application form.

The Community Council will consider the application at its next monthly meeting. Applicants should be aware that Community Council meetings are open to the public.

For the Community Council The Old Luce Community Fund will make annual micro grant awards up to £5,000 to the Community Council each year.



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If the Community Council has allocated its full micro grant during a year, a top up payment up to a further £5,000 may be requested, accompanied by i) a completed monitoring report and ii) evidence of more demand from local groups or individuals. Top up decisions will be made on a case-by-case basis, based on other fund commitments, pipeline activity and available funds. The Community Council will not be penalised if it does not spend its full micro grants allocation in any one year. However, if the balance reaches £10,000, it will be required to spend it down to £5,000 before the next allocation is made.

The Community Council will report at least annually on micro grants distributed, using the monitoring report template. This will be sent to the Community Council at the same time as the micro grant offer letter and grant acceptance form. The Community Council must ensure that the amount disbursed and the balance reported is reflected in its accounts. The purpose of a micro grant needs to be charitable and of community benefit to Old Luce, as with grants under the main fund. If the Community Council is unable to discern the charitable purpose or community benefit of an application, it can set conditions to ensure it is charitable and of community benefit. For example, a young person may apply for help to undertake voluntary development work overseas.

The charitable purpose could be viewed as 'the prevention or relief of poverty' but if it is not clear how the award will benefit the Old Luce community, then the Community Council could set a condition that the young person uses what he/she has learned for the benefit of the community e.g. by offering a public talk about their experiences on their return.

All micro grants awards should be discussed, agreed and minuted at a quorate Community Council meeting. When making awards in public Community Council meetings, normal good practice should be applied in relation to conflicts of interest.

Anyone attending the meeting who has such a conflict should be asked to declare it and should then be asked to leave the room while a decision is made on the application. The Community Council must promote the scheme and information on how to apply.

## **Old Luce Community Council**

### **Enquiries:**

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