**New Buckenham Parish Council - Community Project Fund (CPF)**

**Purpose - Essential Criteria - How the Fund Works**

1. **Fund Purpose:**
	1. New Buckenham Parish Council has set up a Project Fund the purpose of which is to award grants to be used in (or by) the community of New Buckenham. The Fund is not financed from the Council Tax and places no financial liability on Council Tax Payers.
	2. The Fund is managed by the CPF Group that comprises 3 Parish Councillors and 2 Parishioners. The CPF Group assesses applications and makes recommendations to the Parish Council. The Parish Council are responsible for the final decision on awarding grants.
	3. Parish Council members are re-appointed each year following the Parish Council AGM.
	4. CPF funding can be used for new or existing community-based projects, activities in the Parish of New Buckenham or activities of the designated organisation of residents. (i.e. designated schools for New Buckenham are Old Buckenham)
	5. Funding shall not be used for projects that form part of Parish Council tax core responsibilities which will continue to be funded from Council Tax.
	6. The project or activity being funded shall benefit the community or environment of New Buckenham.
	7. The project or activity shall demonstrate that it has community support within New Buckenham.
	8. The funding may be used by community groups which are not public authorities or businesses operated solely for profit.
2. **Essential Criteria:**
	1. Grant applications shall be for a minimum amount of £50 and a maximum amount of £5,000 in any financial year.
	2. Any grant is a made as a one-off payment and does not imply any ongoing commitment by New Buckenham Parish Council.
	3. Applications should normally be made prior to the event or activity taking place.
	4. The project or activity shall comply with equality and diversity legislation and shall not involve any practices that would bring the Parish Council into disrepute.
	5. The funding should be used within 12 months following receipt of the grant; if not full repayment may be required.
	6. The applicant organisation may be requested to demonstrate that they do not have sufficient funds or significant unallocated/uncommitted reserves which could fund the project or activity.
	7. The applicant will need to show that the project or activity demonstrates good value for money.
	8. The Parish Council conforms to the requirements of the General Data Protection Regulations.
3. **How the fund Works**
	1. New Buckenham Community Project Fund (CPF) will publicise the fund; make application forms available; and consider these on a quarterly basis for recommendation to the Parish Council who will make the final decision. Application closing dates are: 31st March, 30th June, 30th September and 31st December.
	2. Successful applicants will be contacted by the Clerk to the Council who will make arrangements for payment, and details of documentation to be provided. The Parish Council may purchase capital items and gift them to the organisation.
	3. Once the project or activity has been completed, the community group will contact New Buckenham Parish Council to confirm that the money has been spent and to provide evidence of expenditure (e.g. copies of receipts or formal statements of income and expenditure) for the project or activity.
	4. The Fund will be reviewed by New Buckenham Parish Council, with the input of the Community Project Group, prior to 30 June 2019 and every two years thereafter.

***Updated and agreed by New Buckenham Parish Council on 11th March 2023***