

# Frampton Cotterell Parish Council

## Guidance Notes for the Covid-19 Community Emergency Fund

The purpose of the fund is to support local community and voluntary sector organisations supporting vulnerable people of Frampton Cotterell during the COVID-19 crisis to cover additional costs they may incur due to increased activity or functions that they have insufficient resources to meet.

### Funding limits

The total fund is £10,000. Organisations may apply for up to £500. If more funding is required, then please contact the Parish Clerk for a more detailed conversation. The aim is to share the fund fairly across the whole parish, whilst not disadvantaging those who use their own organisation's resources to mount a major co-ordination effort.

### Funding criteria

All applications will be considered on their individual merits, but there are a number of guiding principles:

- Funding can only be used for expenditure in relation to the COVID-19 emergency
- How well the grant meets the needs of the community in combatting the impact of COVID-19
- How many residents of Frampton Cotterell shall benefit and whether the size of grant is commensurate with those benefitting

### Who can apply?

All of the following, provided they are registered through the South Gloucestershire Council Community Support Hub <https://beta.southglos.gov.uk/community-aid-south-glos/>

- Community or voluntary groups
- Registered charities
- Community Interest Companies

You will need to show that you are an organisation and have your own bank account.

The majority of beneficiaries must live within Frampton Cotterell Parish.

### The fund cannot support:

- Businesses or organisations with a profit-making remit
- Individuals
- Mainstream activities of an organisation e.g. salaries and administration costs
- Activities that create an ongoing funding commitment from the Parish Council

### When & How can I apply?

You can apply at any time but there is a time limit of 31<sup>st</sup> March 2021

Application forms are available either in hard format from the office at the Brockeridge Centre, or electronically on the website ([www.framptoncotterell-pc.gov.uk](http://www.framptoncotterell-pc.gov.uk))

You will receive a response within 7 days of submission and funds transferred as soon as possible thereafter

### Conditions of a Grant

1. The applicant, if successful, must spend the grant per the application form unless otherwise agreed by the Council, or the funds may need to be repaid.
2. The grant shall be paid electronically to the organisation making the application referred to in the application.
3. The application form (with all personal data redacted) shall be made public on the Council's website.
4. All grant applications shall be monitored to ensure that the money was spent on the purpose intended. Monitoring Forms shall be sent out for completion within 3 months of the grant being paid over or within 3 months of the activity being completed.

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*<sup>1</sup> The Council in accordance with its powers under section 137 and 139 and if required section 111 of the Local Government Act 1972, will incur the expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure*