

Guidance for Community Councils providing funds to other community groups

Requests for Funding

Community Councils cannot use administrative grant funding received from Aberdeenshire Council for anything other than the operating costs of the Community Council. However, should the Community Councils have funds raised by themselves or other funds that are not admin grant related, these can be used for projects and other appropriate uses in line with Community Council business.

Community Councils should not fund individuals. If a Community Council receives a request for funding from another community group or organisation it should consider the following:-

- What is the request for?
- Does the Community Council recognise the group/organisation concerned? If not known, check to ensure that they are properly constituted.
- Does the project concerned provide community benefit?
- Does the group or organisation have any links to political parties or pressure groups? (Community Councils are non-political and shouldn't fund political groups). Care should be taken to ensure that any funding of a group does not conflict with the role and responsibilities of the Community Council and its community would consider this funding to be appropriate.
- Is there more appropriate funding available from another source?
- Is it an appropriate project to be funded by a Community Council?
- If you do not have an operational grant process for the Community Council, you would require the following information:-
 - Name of group/organisation
 - Confirmation that they are constituted
 - Contact name, address, email address, phone number and position within the group/organisation
 - Details of the project, costs, ongoing maintenance and insurance etc
- All requests with detailed information should be provided to all Community Councillors and discussions about the request should be undertaken in a formal meeting and properly minuted.
- If an award is made to a group, the Community Council should ensure that it receives invoices and evidence to show payment.

If a Community Council wishes to set up an internal grant scheme to allow it to distribute funds that it has raised, it needs to:-

- Consider whether the Community Council has sufficient funds to be able to run a grant fund.
- Consider the maximum and minimum amounts that the Community Council will award.
- Consider the criteria for applications and who can apply.
- Consider how the grant scheme will be advertised.
- Have an appropriate application form that requests the following information:-

- Name of group
 - Contact details including telephone number and email address
 - Description of project
 - Details of benefit from project
 - Total project cost (broken down)
 - Amount applied for
 - Other sources of funding
 - Financial information for group (bank statements or accounts)
- Provide details of when people can apply and where to send forms.
- Provide details about how the Community Council will consider the applications.
- Set up a robust audit trail including ensuring that documentation is held and decisions made are properly minuted.
- Consider whether it wishes proof of spend; and feedback from the group on the project once it has been completed.