

NEIGHBOURHOOD FUND AWARDS FOR COMMUNITY LED PLANS

1. Who can apply?
 - Locally based Community-Led Plan groups covering one or more Parish areas
 - Parish Councils on behalf of the local Community-Led Plan group

2. The Community-Led Plan group must have:
 - obtained the advice of Norfolk Rural Community Council for the project.
 - informed their South Norfolk Council local Member about the project.
 - involved their South Norfolk Council Neighbourhood Officer.
 - been formed as a result of an initial community-wide meeting.
 - elected a Chairman from amongst those attending the community-wide meeting.

3. Membership of the Community-Led Plan group must comprise:
 - representatives of various groups and interests across the community.
 - no more than 2 representatives on the group from any one local organisation.
 - no more than 2 representatives on the group from the Parish Council.
 - no more than 1 representative of South Norfolk Council.

4. The Parish Council has agreed to receive all income for the Community-Led Plan group and will be responsible for the financial management of the project.

5. Applications will be considered for grants of up to £500 per Parish, but not greater than 50% of the project cost.

6. One application only will be considered per Community-Led Plan project.

7. Applicants are encouraged to plan for the electronic distribution of Community-Led Plan documents and no more than a maximum of 25% of any grant awarded may be used towards the cost of printing and distributing the final Plan.

8. Applications must be accompanied by a statement of income and expenditure for the project, showing all anticipated sources of income.

9. Applications will be considered by the South Norfolk Council Loans and Grants Panel, which meets 6 times per year. The Panel's decision is final.

10. Any grant awarded by the Loans and Grants Panel, from the Neighbourhood Fund, will be conditional to the balance of funding required being secured before the project commences and no monies will be paid until the group has provided evidence that it has secured the funding it needs to carry out the project.

11. Applications will not be considered for any project activities that have taken place prior to a grant offer being made and the offer has been accepted by the Chairman of the Community-Led Plan group.