



1. Any grant aid awarded must reflect South Hams District Council's strategic priorities or cross-cutting themes and clearly demonstrated community need, such as that identified in a community or parish plan.
2. The South Hams District Council Community Grant Fund (CGF) incorporates the former Community Partnership Fund, Village Hall Grant Scheme and the Market Town / Hinterland Fund.
3. Guidance notes are published and include:
  - clear eligibility criteria, including who and what is not eligible;
  - the total sum of funding available;
  - application deadlines;
  - decision dates;
  - details of the additional information which will need to be submitted with an application;
  - an explanation of the project appraisal procedure which will be used to evaluate applications.
4. All initial enquiries will be directed through the Community Development Officer, minimising duplication of effort and resulting in better use of resources.
5. The Council will not seek to supplement any shortfall in resources experienced by another authority with specific responsibility for the service involved.
6. A Prioritisation Scoring Mechanism will be used to evaluate each project's contribution to meeting the Council's strategic priorities, cross-cutting themes and commitments and the potential multiplier effect.
7. Where the Council is asked to provide a contribution to a significant capital project which cannot be funded from the CGF, the relative priority of the proposal may be considered in relation to all capital programme demands.
8. The use of loans will be strengthened by inviting enquirers, where appropriate, to consider a loan instead of an application to the CGF. In considering whether to offer a loan, the Council will:
  - negotiate an appropriate repayment period;
  - assess the risk (in terms of the business case / cash flow forecast);
  - when determining an acceptable interest charge, have regard to lost investment income.
9. Where an enquiry does not satisfy the eligibility criteria no invitation to apply will be given. Where possible, enquirers will be signposted to other sources of funding or support. This "joined-up" approach to giving grants advice and support will be promoted through regular liaison with South Hams Community

and Voluntary Services and other relevant agencies thus establishing greater understanding, openness and transparency, and clearer responsibility.

10. No commitment will be given to making a grant until the case for doing so is proven. For anything other than grants of £5,000 or under this will require the establishing of a sound, viable and sustainable business case. Payment processes will be consistent with the CGF Payment Procedures.
11. The Council's involvement in giving financial and other support will continue to be reviewed by internal officers. Central co-ordination will take place via the Community Development Officer and will include raising the profile of the benefits that the Council's involvement, both financially and otherwise, brings to communities through ongoing media activity.
12. The contribution grants make to supporting the Council's Community Involvement Policy and in particular Members' community leadership roles will be recognised and highlighted as part of on-going public relations activity.
13. The use of Council grants will contribute to social inclusion.
14. The Council will only consider retrospective funding where this relates to preparatory work on a project, such as costs relating to the production of a business case, feasibility study or design. Such costs will only be taken into account as part of the total project cost and will not be considered for retrospective funding unless the Council commits to support for the main project. The Council will not fund projects where construction or the event or project for which funding is being sought has commenced.
15. At least 10% of the project cost must be raised locally by the applicant.
16. All applications require the support of the parish / town council and the relevant Ward Member.
17. Repeat applications from the same organisation are discouraged and will be automatically excluded in the funding round following a previous application. Similarly, applications for a project which has previously failed to meet the eligibility criteria will be excluded.
18. The Conditions of Grant shall state that at the end of the project, or should a project fail, any capital equipment purchased must be used for community benefit and not for the benefit of an individual. This will ensure ongoing community benefit from the CGF allocations.

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