**SUPPLEMENTARY GUIDANCE AND CRITERIA APPLIED TO MICRO GRANTS BY STONEHOUSE COMMUNITY COUNCIL**

# Community Councils process for micro grants

* Applications will normally be made in June, and will be open until the last week in July, applications made before June and after July will not be considered.
* Applicants should complete and submit the application form and any additional information directly to the Community Council secretary/Chairman.
* Application decisions will be made at the August or September CC meetings.
* All applications will be scored using the scoring matrix listed below..
* A note of the decision will be minuted by the Community Council
* Applicants will be informed of the decision in writing by the Community Council
* Grants will be issued directly by the Community Council
* Any rejection reasons must be detailed in the letter e.g. no beneficiaries in the area or only a partial fit with the criteria

# Micro Grants Fund criteria

* Micro grants are envisaged as being small awards (up to £500) which fit the following criteria:
* Provide a benefit for the village of Stonehouse,
* enhance quality of life for local residents;
* assist young / youth groups
* contribute to vibrant, healthy, successful and sustainable communities; and/or
* promote community spirit and encourage community activity

# Additional Rules

# All applicants are required to declare that they have not submitted an application to another grant awarding body for the same project.

# Awarded grant monies must be spent within 12 months of receiving the Grant.

# Copy of invoice or payment must be provided to CC within 12 months of grant receipt

# Scoring Criteria

# Where the application is oversubscribed only the highest scoring applications will be considered.

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| **Scoring criteria** | |
| 0 | Response received out with application window or has not been completed properly with no supporting documentation. |
| 1 | Response meets at a minimum one of the grant criteria listed above and all documentation has been submitted and outlines the number of local people who will benefit |
| 2 | Response meets up to two of the criteria listed, and all documentation requested has been submitted and outlines the number of local people who will benefit. |
| 3 | Response is completely relevant, meeting at a minimum two of the criteria listed and is excellent overall providing a comprehensive, unambiguous application which includes all requested documentation. Ie bank statement and a breakdown of spend costs.. |