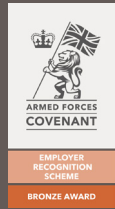




NORTH
NORFOLK
DISTRICT
COUNCIL



ARMED FORCES COMMUNITY FUND



REMEMBERING
OUR PAST

PROUDLY SUPPORTING
THOSE WHO SERVE.



SUPPORTING
OUR PRESENT

SUPPORTING
OUR FUTURE

PROSPECTUS

www.north-norfolk.gov.uk

Purpose and aim of the Grant

North Norfolk District Council values and appreciates the contribution made by the Armed Forces Community, and will endeavour to provide support to them wherever possible.

The purpose of the Armed Forces Community Fund will be to provide funding for groups to deliver services or events that increase participation and engagement with or raise the profile of the Armed Forces Community in North Norfolk with a focus on improving health and wellbeing.

The type of projects the Grant is likely to support

- Projects that primarily focus and take place in North Norfolk.
- Projects that are primarily for the benefit of the North Norfolk Armed Forces Community.
- Projects that demonstrate significant support to benefit the Health and Wellbeing of the North Norfolk Armed Forces Community.

The type of projects the Fund cannot support

- Any cost not directly associated with the project such as organisations core costs.
- On-going revenue to meet costs such as routine maintenance of an asset
- Transport costs for audience members
- One off events such as fun days, fetes and fairs
- Retrospective applications where an event has already taken place.
- Creation/maintenance of websites, social media or any other generic marketing tools.
- Costs associated with exhibitions in commercial settings.

Who would be eligible to apply?

The following categories of groups or organisations whose projects that predominately support the health and wellbeing of the North Norfolk Armed Forces Community.

- Constituted local voluntary organisations, charities and community groups aligned to the Armed Forces Community
- North Norfolk District Parish and Town Councils
- Community and Social Enterprisers and other not-for-profit organisations aligned to the Armed Forces Community

Who would not be eligible to apply?

- Individuals and commercial businesses
- Organisations supported by grant funding from North Norfolk District Council unless, the request can prove that the funding is for a specific additional project and that the outcomes are over and above any existing funding agreement.
- Organisations to support other charities and organisations

How to apply

An application form can be downloaded from the North Norfolk District Council website:

www.north-norfolk.gov.uk/northnorfolkarmedforces

or by contacting **01263 516248**.

There will be no limit on the number of times that an organisation can apply but only one application will be funded in any 12 month period.

Complete applications must include (*supplied as single sheets and not part of a bound document or report*)

- A completed application form which has been hand signed
- A copy of the organisations constitution or governing document
- A copy of the most recent bank statement
- Copies of the such as Equal Opportunities, Safe Guarding

Please **do not** include any other papers, leaflets or documents, other than a covering letter if desired, but do include all supporting documentation as only fully completed applications will be processed.

Completed applications should be sent by email to:

armed.forces@north-norfolk.gov.uk

Notification of Decisions

Decisions on applications received will be made by delegated authority within 3 weeks of receipt. If your application is successful you will receive an offer letter which will include the Terms and Conditions of the award. If the application is unsuccessful, you will be notified in writing of the reasons for the decision.

Funding Commitment

North Norfolk District Council will honour funding commitments and will expect applicants to act reasonably and to be realist in respect of their ability to spend any approved monies; therefore

- The offer can be awarded for up to a maximum of £300, however an offer maybe less than the amount requested. Groups are therefore encouraged to seek match funding.
- The award can only be used for the activities identified when applying and set out in the Terms and Conditions. Any changes to the original proposal must be notified to North Norfolk District Council.
- In the event the proposed project or activity is cancelled the award must be returned to North Norfolk District Council.
- Failure to comply with the Armed Forces Fund Terms and Conditions could result in recovery action.

Grants will normally be expected to be spent within one year of the date of the letter confirming the award.

Publicity

Groups that are successful in their application will be expected to acknowledge the Armed Forces Fund award in promotional articles in order for it to be viewed by the widest audience, and on all publicity material through use of the North Norfolk District Council Armed Forces Fund.



North Norfolk District Council, Cromer, NR27 9EN

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