

LAVERSTOCK & FORD PARISH COUNCIL

Subject: Grant Application Form- Riverbourne Community Farm

Date: 15/02/2021

Author: Nick Baker and Derek Hayes

1. Report Summary

- 1.1 Appended to this report is a new grant application form for the Riverbourne Community Farm to use when applying to the Parish Council for grants. It aims to provide greater clarity on how grants will be used to ensure that the Parish Council makes an informed decision when awarding grants.

2. Background

- 2.1 In January 2020 the Parish Council agreed that to meet the farm's need for some medium term clarity in its funding stream it would agree to a preferential grant system for the next five years (subject to a review at the end of the second year), it would set aside £10,000 to provide grant funding to projects at the farm which must be applied for individually.
- 2.2 In the 2020/21 financial year two grants of £5,000 were made, one to support the development of new buildings to be used in relation to work with those with learning disabilities, and one to provide revenue funding to help support the farm cope with loss of visitor income due to the COVID pandemic.
- 2.3 Discussion of the grant in relation to the buildings, led to concern by some councillors that they were not aware that the farm was partnering with a private company in the work with people with learning disabilities.
- 2.4 The PC Chair and Farm Sub-group were therefore asked to review the application procedure.
- 2.5 The RFO has reviewed both grants and is satisfied that they fall within the Parish Council's legal powers.

3. Key Aspects of the New Procedure

- 3.1 The new procedure aims to balance gathering sufficient information with not being unduly onerous.
- 3.2 Term 1 explicitly state that the grant must support the overall goals aims and objectives and Mission statement of the farm **and** facilitate the free access of local residents to the farm and surrounding land.
- 3.3 Term 3 states that in exceptional circumstances such as the pandemic the parish council may provide a grant towards the operating costs of the farm, and that these exceptional circumstances must be

demonstrated through management accounts and evidence of reserves.

- 3.4 Among other items the grant application includes a requirement to state how the grant will be used, how will benefit the residents of the parish and list any third parties to be involved in the delivery of the project.

4. Recommendations

- 4.1 That the new application form should be adopted and that all subsequent grants should be agreed by the Parish Council after an application form has been received and considered by the council.

LAVERSTOCK & FORD PARISH COUNCIL

GRANT APPLICATION for River Bourne Community Farm

This *Grant application* is for exclusive use by River Bourne Community Farm (RBCF) in recognition of its great contribution to the wider South Wiltshire community.

The Preferential *Funding Status* is awarded by Laverstock & Ford Parish Council (PC), the lease holder, conditional upon RBCF adhering to the Goals, Aims, Objectives and Mission Statement set out in the Lease 25th January 2015 and the Memorandum of Agreement 8th September 2010. The Grant of up to £10,000 to be awarded annually is approved for payment to RBCF for a 2 year period with an annual review.

The terms and conditions of the grant are as follows:

1. The Grant will be awarded for any purpose which serves to support the overall Goals, Aims, objectives and Mission Statement of RBCF on submission of an application, and which facilitates the free access of local residents to the farm and surrounding land.
2. Grants are payable throughout the year up to a total of £10,000 per financial year (April-March).
3. The Grant application will describe the aims, method, timescale and other sources of funding for which funds are required using the pro- forma attached and monies can only be applied to this purpose. The Parish Council reserves the right to request evidence of expenditure and to require unspent funds to be returned.
4. In exceptional circumstances (such as the current COVID pandemic) the Parish Council may permit grant monies to be used to cover the general operating costs of the farm. Supporting evidence of exceptional financial challenges such as management accounts and evidence of reserves should be provided.

Grant Application overleaf

Grant Application

1. Amount of Funding Requested	
2. Briefly describe the project for which the grant is to be used.	
3. How will the project benefit the residents of the Parish of Laverstock & Ford?	
4. Briefly describe how the project will be achieved and the intended timescale	
5. What are the estimated costs of the project (please provide a breakdown of the main costs)	
6. What other sources of funding will be used for the project	
7. Will any third parties be involved in the delivery of the project (if so please list).	
8. How will the impact of the project be evaluated?	

Declaration

I declare that

- I accept the terms and conditions of this grant set out in the application
- That I am authorised to act on behalf of Riverbourne Community Farm CIC
- To the best of my knowledge the information in this application is accurate

Signed _____

Print Name _____

Date _____

Appendix

RIVER BOURNE COMMUNITY FARM

Extraction from the Memorandum of Understanding 8th September 2010

The **overall Goals** of the River Bourne Community Farm are to:

- Provide a learning centre for educational establishments, interest groups and the general public by giving access to the day-to-day working of a farm based on sustainable and ecological practices.
- Provide the local community with the supply of fresh animal and crop produce
- Regenerate and sustain an area of local, natural beauty for the use of the community.

The Mission

The overall mission statement for the River Bourne Farm project is:

To provide a productive farm founded on sustainable and ecological principles which is commercially independent and provides a strong learning centre for all interested parties.

The Objectives

The objectives of the River Bourne Farm are to:

- Regenerate a neglected area of outstanding natural beauty in to a community farm
- Introduce only sustainable and ecological farming practices which support sound animal husbandry and crop production.
- Introduce traditional skills such as bee keeping, wool spinning, orchard management etc.
- Provide a comprehensive learning centre for educational establishments, interest groups and the general public
- Supply the local community with fresh animal a crop produce.
- Provide the following commercial activities:

Farm produce sales
Food boxes
Events
Visitor Centre Café
Educational schemes
Merchandise

30th January 2021