

North Thoresby Community Events Association: Financial Protocols

Raising Revenue and Financial Management

The constitution sets out the objectives of the group (page 1).

Raising revenue is a necessary part of the Association's activities, to enable it to pursue its wider purposes and objectives.

Not all individual community activities are expected to raise a revenue excess. The value of each activity is taken on its merit, in the light of its intrinsic value.

Any revenues raised must be through community activities and events, or applications for appropriate grants.

The current practise is that the NTCEA organises approximately 40 events/activities in a calendar year. See attached copy of 'North Thoresby News and Village Directory' (October 2021). All of these events have originated since 2018 and have arisen as 'spin-offs' and successors to the village's annual, 2-day, 1940s Event. Revenue is spread across the annual cycle.

After the 2017 1940s Event, a Community Fund was established from the revenues of that event and in 2018 the group began to organise other activities and events such as a Local History Group and a Horticultural Show.

This process has continued and more events have been added to replace the 1940s Event. There is no specific annual target for fundraising but, historically since 2017 (barring the covid experience in 2019-20) the experience has been that in excess of £2,000 has been raised annually for the Community Fund, with additional fundraising for 'Good Causes'.

A Reserve Bank Account with deposits of just over £2,000 is kept in place and two 'Village' current accounts are maintained. The practise has been to maintain at least £1,000 balance (in total) in these two accounts.

No more than £500 in cash is to be kept by the Treasurer or Chair, at any one time, and is to be secured in a safe.

Spending: Purposes and Protocols

Any, and all, expenditure must fall within the aims of the group.

The Costs of Organising Event: The direct costs of organising events and activities include speaker/performer fees, venue hire, printing posters, tickets, booklets. Often, longer term investments are made in equipment and resources – like a large projector screen, laptop, projector, speakers, display boards, a laminating machine, Christmas lights and associated extension leads.

Grant Giving: Giving grants has gone through a process of consultation, each has been backed by sound reasoning and consideration of the benefits, and publicised where donations have been given in the Newsletter and elsewhere. We have been able to react quickly to clear needs.

The grants and donations we have given in the last 4 years include:

- Grants to the Sports Clubs for building projects, machinery, administrative costs – ranging up to £500 in a single grant.

- Grants to the Parish Council/Village or Hall/Pop – including A-Frame notice boards (£300) Crockery, pull down projection screen (£800), paint to refurbish bus shelter.
- Grants to Methodist chapel – blackouts (£250), replacing water heaters (£300).
- Funding Christmas Entertainment for the School, funding 1940s dance class for the school. Approx. £400
- Assistance to a disabled athlete to compete overseas (£100)
- Christmas donations to Grimsby Youth Groups in deprived areas (£300) and Women's Refuge (300)
- Grant to pay for printing costs of the campaign to resist a planning application (£200).
- Funding Christmas lighting and tree, donations to cover electricity costs of residents we plug into – over £500 across three years.
- Funding of equipment and safety kit for voluntary street cleaner (ongoing, currently £75)
- Replacement costs of stolen sheet music for village Church organist £50.
- Grant to Bowls Club to renovate grass £200
- Donations for use of premises or partnerships (eg £100 to cricket club for using the cricket ground).
- Grant to replace broken coffee machine in the Post Office.
- Pending construction of display boards for the June and October Art and Photography Shows

Formal Expenditure and Grant Application : Principles

Proposals for expenditure or grants can originate from within the NTCEA or from other community groups.

Anyone within the parish can make suggestions aimed at the improvement of amenities and facilities in the village. This is to be stated in each issue of the North Thoresby News, with directions of how to do this.

Grant applications can be made by village institutions and organised groups or those wishing to form a group or start a community activity.

All grants must be directed at , and justified by, the stated objectives of the NTCEA.

Applications for grants must have an explanation of need and purpose and be submitted by using the Application Form.

Appropriate invoices, quotations or receipts must support the applications. Or in the case of new groups, a demonstration of the demand for their group and a financial plan.

Proposals may be discussed/decided in committee or must be circulated to all committee members for comments and approval. If a consensus is not reached, a vote may be taken.

In exceptional circumstances, individuals may be offered financial assistance.

North Thoresby Community Events Association

Grant Application

The NTCEA

The aims of the North Thoresby Community Events Association (hereafter NTCEA) are:

- To enhance community life and individual well-being in North Thoresby by organising social, recreational, educational and cultural events.
- To encourage residents to support village events and to participate in their organisation.
- To raise and distribute funds, including applying for grants, to support village organisations, clubs, and institutions.
- To contribute to improvements in village amenities and facilities and contribute to good causes and charities.

The Community Fund Grants : Principles

- Proposals for expenditure or grants can originate from within the NTCEA or from other community groups.
- Anyone within the parish can make suggestions aimed at the improvement of amenities and facilities in the village. This is to be stated in each issue of the North Thoresby News, with directions of how to do this.
- Grant applications can be made by village institutions and organised groups or those wishing to form a group or start a community activity.
- All grants must be directed at, and justified by, the stated objectives of the NTCEA.
- Applications for grants must have an explanation of need and purpose and be submitted by using the Application Form and send to the Chair.
- Appropriate invoices, quotations or receipts must support the applications
- Proposals may be discussed/decided in committee or must be circulated to all committee members for comments and approval. If a consensus is not reached, a vote may be taken.
- In rare circumstances, individuals may be offered financial assistance.

See next page for Application Form. You can discuss applications with the Chair of the NTCEA before submitting an application.

North Thoresby Community Events Association

Grant Application

Name of Group:

Contact Name and Details:

Position in the Group:

Please consult the aims of the NTCEA overleaf and explain why you are applying for a grant and how it will be used.

Please supply detail of supporting evidence (eg costs incurred or planned)

Signed:

Date:

There is no need to give a specific sum in your application. If approved in principle, we can then have further discussions. Invoices/receipts will be needed for our records, once a grant is given.