

## **RUSHMOOR INTERNATIONAL ASSOCIATION GRANTS SCHEME**

### **1. INTRODUCTION**

- 1.1 The Rushmoor International Association's purposes and aims are to encourage, develop and facilitate leisure, sporting, education, faith, and cultural links between organisations, individuals and businesses based and working in Rushmoor with similar organisations and individuals in partner towns.
- 1.2 This scheme has been set up to support organisations and individuals involved in exchange activities by making grants available. Grants to businesses will not normally be included within this scheme.
- 1.3 The purpose of the scheme is to provide a straightforward and robust process to enable the delivery of the Association's aims.
- 1.4 The Association reviews its financial positions on a regular basis and will allocate appropriate resources to the grants scheme. It is likely that the total amount available will be between £8,000 and £9,000 annually.

### **2. POLICY ON MAKING GRANTS**

- 2.1 To be eligible for a grant, the application should reflect either or both of the following:
  - The purposes and aims of the Association, as defined in its Constitution.
  - Reflect the priorities of the Association and Rushmoor Borough Council, if appropriate, to develop the community connections with partner towns and improve the wellbeing of organisations and individuals through exchanges and contacts
- 2.2 Further information about the Association, its aims and activities are available on its [website](#).

### **3. GRANT PROCEDURES**

- 3.1 The following procedures will form part of the grant application process:
  - Applications can be made at any time of the year.
  - An application should be made through an online form which is also downloadable and will be posted on our website.

- Applicants should apply for a grant normally not less than three months in advance of the proposed expenditure being incurred.
- Applicants will be encouraged to discuss their grant application with the appropriate partner lead for the Association, who will normally present the application to the Executive. If necessary, the applicant may be invited to a meeting of the Executive.
- Grant notification will be given by email and payments will be made on receipt of the appropriate invoices, unless the Executive agrees otherwise.

#### **4. GRANT CONDITIONS**

4.1 The approval of applications will be dependent on the following conditions being met:

- Grants will normally be made up to a maximum of 50% of the total cost of the expenditure and will not generally exceed £1,000.
- Grants can be used for:
  - Travel and accommodation
  - Equipment and materials associated with the project
  - Costs associated with the visit e.g. entrance fees
  - Other specific categories agreed by the Executive
- The scheme is open to Rushmoor residents or the Association's affiliated groups or other groups and individuals who can demonstrate a connection with Rushmoor and can further the aims of the Association.
- A short report giving information and insight on how the grant helped the recipient together with the necessary evidence to show the expenditure.

#### **5. EQUAL OPPORTUNITIES**

5.1 The Association is committed to the promotion of the Equalities Act 2010 in all its activities.

#### **6. CHILD PROTECTION POLICY (SAFEGUARDING)**

6.1 It is a requirement that all organisations that the Rushmoor International Association liaises with, which are linked with the business of the Association, are required to have a current child protection policy.

6.2 Any exchanges or visits between individuals under the age of 18 are undertaken at the sole responsibility of their parents or carers.

## **7. REVIEW OF SCHEME**

- 7.1 The scheme will be reviewed on an annual basis by the Executive, following the preparation of the scheme outcomes report by the Treasurer, with input from with the appropriate partner lead for the Association.
- 7.2 A report on the use of the scheme will be presented to the Association annually.

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