

West Felton Parish Council

Grant Awarding Policy

The Council is an active supporter of the community it serves and sets a budget each financial year to enable it to make small grants to assist local groups and organisations.

Who may apply?

- (a) Local Clubs or Societies:
- (b) Regional/National Charitable Bodies providing a service, which may benefit the local community.

When and how to apply?

The Application Form must be completed by a responsible member of the organisation and submitted to the Clerk, together with any additional documentation requested to support the application. Applications may be made at any time during the year but must be received by the Clerk before the end of December for consideration at the Council meeting held in January each year.

For major grants exceeding £100, a member of the organisation may be asked to attend a Council meeting to discuss the application. In addition, a copy of the organisation's most recent audited accounts and any relevant quotes must be provided with the Application Form. Grants will not normally exceed £500.

Members judge applications on merit and approved grants will be paid after the Council's meeting in May.

Conditions of the Grant

The grant must be used for the purpose for which the application was made and written proof to the Council must be made within one year of the grant being awarded. For major grants exceeding £100 the Council will reserve the right to monitor the project to ensure that the grant is used in accordance with the application.

Council's discretion

The council may make the award of a grant of any amount and at any time as it considers appropriate in the event of any unforeseen urgent application.

Nothing contained in this policy shall prevent the council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local government Act 1972, Section 137.

Signed by Chairman: *M J Hesketh*

Policy adopted by Council on: *13 October 2020*

West Felton Parish Council

GRANT APPLICATION

Each year the Council has a small budget allocation available to give as grants to local organisations to help you improve the wellbeing of people living in the community. Before reading on please check that you or your organisation is eligible for a grant.

About your organisation

- Your organisation is either a Local Club/Society or a Regional/National Charitable Body providing a service, which may benefit the local community.
- Your organisation must be based in the Parish or bring benefit to the Parish.

Your idea for a grant must benefit the Parish in one or more of the following ways

- improve the wellbeing/quality of life of people in the Parish.
- providing a service
- improving the environment
- support some aspect of the Parish Plan. Copies of the Parish Plan are available from the Clerk or can be downloaded from the web site.

Your application should be

- for a small sum of money - usually not exceeding £500.
- for grants over £100, if possible have some matching funding – of between 25%-50%.
- for something that it might be difficult to find funding for from somewhere else.

Help with your application

If you are thinking of making an application, you are welcome to contact the Parish Clerk for advice. If you do not meet all the criteria listed above it might still be possible to apply for a grant, but you should certainly talk to the Parish Clerk first.

Timetable for applications

There is one round of applications for a grant, and the deadline for applications is 31 December each year. The Parish Council will consider all applications at the Council's January meeting and shall inform you about the success of your application by the end of January, with payment made in May.

When you have finished your project

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts.

If your grant award is not successful

We shall explain why your application was not successful and advise you about further applications.

Application Form

Please complete the form below and return it to the Parish Clerk by 31 December. You can submit the form by hand or post to the Parish Office or by e-mail.

West Felton Parish Council

ABOUT YOUR ORGANISATION

1. Name and address of the organisation making the application

2. Named contact for this application. Please include your telephone number/email

3. What kind of organisation is it? Please tick one.
Registered Charity - and provide the reference number
Limited Company - and provide the company number
Unregistered/informal organisation

4. Briefly describe the aims of your organisation, the needs you seek to meet and the people you work with.

5. What area do the activities of your organisation cover? Please circle one
Parish area only Parish area and other areas Areas other than the parish

6. How many people take an active part in your organisation or activities?.....
About what proportion of these people come from the parish?

7. Does your organisation employ any staff and if so – how many?

WHAT REASON YOU WANT TO APPLY FOR A GRANT?

8. Explain the reason you want a grant, who will benefit and how.

9. Explain whether and if so how this grant will help the Parish Council achieve our Parish Plan.

West Felton Parish Council

10. What is the total budget for your grant? Please give a breakdown of costs.

11. How much money of this budget are you requesting from the Parish Council?

12. Have you applied to any other organisation to fund this grant? If yes, please give details.

YOUR EXPERIENCE OF MANAGING GRANTS

13. Have you received grant funding from any organisation in the past? If yes, please give details.

CHEQUE PAYEE

14. If your application is successful, please provide details of the cheque payee.

SUBMITTING YOUR APPLICATION

14. You should sign below that you agree with the following statement:

I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information included in this Application Form is correct.

SIGNED:

Please submit the following documents with your application.

- Your most recent annual statement of accounts
- For grants over £100, a copy of your constitution or document or rules if you have them (you do not need to do this if you have already submitted this with a previous application and it has not changed)