

## GRANT AWARDING SCHEME

### 1. BACKGROUND

- 1.1. The Parish Council receives funding from the taxpayers of the Parish via the Parish Precept and wherever possible will budget part of this precept for the purpose of making grants to local organisations.
- 1.2. The Parish Council has a scheme which offers small grants to community groups under Section 137 (1) of the Local Government Act 1972. For example, applications for start-up costs for local community groups or small scale capital expenditure such as special equipment might qualify for grant funding.
- 1.3. The amount of money available under this policy is set annually in the budget of the Council.
- 1.4. The Parish Council is aware of many other fund raising sources and will advise and assist local organisations in raising funds for their projects from other sources.

### 2. STATEMENT OF INTENT

- 2.1. Grants will only be awarded to applications which both:
  - seek to benefit, foster, promote or stimulate community interaction; *and*
  - accord with the requirements of Section 137 (*as amended by s.36 of the Local Government and Housing Act 1989*).Certain restrictions on eligibility therefore apply.

### 3. ELIGIBILITY

- 3.1. Applications must:
  - be submitted from recognised “not for profit” community groups;
  - benefit some or all inhabitants, not a single individual;
  - provide a benefit to the community that is proportionate to the expense.
- 3.2. The Council will not support applications that are:
  - for day-to-day running expenses such as rates, energy costs, grounds maintenance, salaries or rents;
  - from political organisations or campaigning groups.
- 3.3. Only one grant will be awarded to an organisation in any one year unless there are exceptional circumstances.

#### 4. PROCEDURE

- 4.1. At or prior to the January Parish Council meeting, the Parish Council will agree and publicise the Small Grants Fund and call for applications.
- 4.2. Applications should be made to the Council and addressed to the Clerk at the official council address, using the form available from the Clerk or website.
- 4.3. The Clerk will acknowledge all applications in writing within 14 days of receipt.
- 4.4. The Council will notify applicants in writing of the success or otherwise of their application and grants will typically be paid within three months of the application being made.

#### 5. SUBMITTING APPLICATIONS

- 5.1. Applications **must** be submitted on the Council's application form.
- 5.2. The applicant must state clearly the purpose for which the grant is to be used and the benefits accruing to the community.
- 5.3. The Council may request the applicant to make a presentation or to provide an up-to-date set of accounts, the organisation's current Constitution or Rules, a copy of the organisation's latest bank statement or any other supporting information deemed necessary to consider the application.

#### 6. CONDITIONS OF GRANT

- 6.1. The grant may only be used for the purpose stated on the application form.
- 6.2. Proof of expenditure **must** be provided and unspent monies returned to the Council before 31<sup>st</sup> March of the following year.
- 6.3. Evidence of the benefit to the community delivered by the grant must be submitted to the Council within 12 months of expenditure.
- 6.4. The Parish Council must be offered the opportunity to be included in any publicity material.
- 6.5. Acceptance of grant funds will be deemed to be acceptance of these and any conditions attached.

## APPLICATION FORM

Please complete **all sections\*** of this form clearly in black ink, using the Guidelines to ensure you are providing the information requested.

### A. YOUR DETAILS

1. Name of organisation in full:	
2. Name and address of authorised applicant for correspondence:	
3. Daytime telephone number:	
4. E-mail address:	
5. Name of organisation to which cheques will be made payable:	

### B. YOUR ORGANISATION

1. Registered charity number*:	
2. Year organisation established:	
3. Aims and objectives:	
4. Locality served by organisation:	
5. Total membership:	
6. Name and address of Chairman:	
7. Name and address of Treasurer:	
8. Name and address of Secretary:	

*\*if applicable*

## C. GRANT REQUEST

1. Project summary:			
2. Project cost:			
3. Grant requested:			
4. How many people in the Parish area are likely to benefit from the grant?			
5. Are you applying for the full cost of the project?	Yes / No		
6. If No, please explain the purpose of the grant and how you will be funding the remaining cost:			
7. Have you applied previously, or elsewhere, for funds?	Yes / No <i>If Yes, please provide details below.</i>		
Source	Amount	Date	Awarded
			Yes / No
			Yes / No
			Yes / No
8. Please indicate the age-ranges of the expected beneficiaries of the project:	Under 5:	25 – 45yrs:	
	5 – 16yrs:	45 – 65yrs:	
	16 – 25yrs:	65+ Years:	

**D. SUPPORTING STATEMENT**

1. Please use the space below to include a **Statement** in support of your request. Include details of how your organisation meets the eligibility criteria set out in the policy sent to you with this form.

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**E. CERTIFICATION**

1. I certify that the above information and the contents of the attached documents are correct at the time of application.  
I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant award.  
I agree to my organisation being bound by the eligibility criteria and any conditions set by the Parish Council.

Signed:	Position in Organisation:
Name:	Date:

## GUIDELINES

*Please use the following guidelines to help you in completing your application.*

### **A. YOUR DETAILS**

2. Give the contact details of the person within your organisation who has responsibility for making the application, receiving correspondence and who has authority to apply on the organisation's behalf.
5. Grants cannot be made to individuals. The applicant organisation must have a bank account in its name.

### **B. YOUR ORGANISATION**

3. What does your organisation do? Please give the aims and objectives or Mission Statement so that the Council is in no doubt as to what your organisation stands for. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.

### **C. GRANT REQUEST**

- 3,4. Section 137 (1) of the Local Government Act 1972 requires the benefit of the expenditure to be both local and proportional to the expense incurred. Your answers here will help the Council to gauge the effectiveness of its grant and should demonstrate that these legal requirements are met.
6. Remember that grants cannot be given towards general running costs or normal maintenance, salaries or honorariums.
8. This data will help the Council to ensure its funding is benefitting as many different groups as possible.

### **D. SUPPORTING STATEMENT**

1. Please include any information that supports your application or helps to explain your project and how the benefit to the community will arise. List any attachments. Remember, the Council may only award a grant to not-for-profit community or voluntary organisations.

### **E. CERTIFICATION**

1. Remember to sign your application and submit it to the Parish Clerk.

Approved and Adopted by Wickham Bishops Parish Council.

Signed:

Date: