SHALFORD PARISH COUNCIL

GRANT AWARDING POLICY

Introduction

It should be noted that the Council has a limited budget each year. No organisation applying for grant funding can make the assumption that the Parish Council will fully fund their project. Grant Funding is discretionary not compulsory, and the Parish Council may not give funding to any organisation in a particular year.

Shalford Parish Council will consider applications for small grants from voluntary groups or charitable organisations, on an annual basis.

To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.

Grant applications will be considered by the full Council.

Applications will be considered for the following purposes:

a. For the purpose of purchasing equipment either in part or in full.
b. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
c. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
d. For activities that raise the profile of the area.
e. For running costs of a viable group that would otherwise experience hardship.
f. For hosting special events or celebrations.
g. For the provision of recreational facilities.

Conditions and Guidelines:

a. Grants will not be awarded to individuals.
b. Additional applications within a 12 month period will not normally be considered.
c. The award must be used for the purpose for which the application was made.
d. If the group is unable to use the award for the stated purpose within one year, all monies must be returned to the Parish Council.

e. All awards must be properly accounted for and evidence of expenditure must be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
f. An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years, as well as a current bank statement/s of all funds. Any newly formed organisation will be required to submit current bank statements and a detailed budget and business plan.
g. An organisation is required to have a bank account in it's own name with two representatives required to sign each cheque.
h. Retrospective awards for work already completed will not be made.
i. On-going commitments to award grants in future years will not be made.
j. A fresh application is required each year. Each application will be discussed on it's own merit.
k. On making an application to the Parish Council for any award all applicants must agree to be bound by the Parish Council Funding Conditions and Guidelines.
l. Any application must be compliant with the Parish Council's financial regulations. Any project exceeding £1500 will require supporting documents consisting of 3 separate quotations.
m. Any awards must be eligible to be made within the remits of the relevant legislation pertaining to Parish Council spending.
n. Successful applicants will be required to: Mention the grant in any press releases, online communications and websites; and display a poster, plaque, or billboard, depending on the amount of funding received and the type of investment, acknowledging Shalford Parish Council.
o. The decision of the Parish Council is final.

Eligibility:

a. Any Charity, Voluntary Group or Community Organisation operating within the parish.
b. Agencies that operate within the Parish and are of benefit to the local community.

Submission of Application:

Applications should be sent to the Clerk of the Council by post or email at the address shown.

Applications should be accompanied by the most recent set of accounts for the organisation applying. Should none be available an explanation must be provided, if possible, with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation.

1. Name of Organisation as appears on a cheque (and explanation if different to name given)	
2. Name, Address of Organisation Position of Contact in Organisation and address	
3. Telephone Number of Contact	
4. Is the Organisation a Registered Charity?	
If yes, Charity Number	
5. Amount of grant requested	

6. For what purpose or project is the grant requested?	
7.What will be the total cost?	
8.When will the money be spent?	
9.Who will benefit from the project?	
10.Approximately how many of those who will benefit are Shalford Parishioners?	

What your organisations does in more than 100 words

Please submit You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed ……

Name (In Capitals……

Date……