

CHURCHILL & BLAKEDOWN PARISH COUNCIL

GRANT AWARDING POLICY

Introduction to the Policy

The Council will determine each year a Budget amount to award in Grants. The Council awards Grants at its discretion to Parish organisations which can demonstrate support to the Parish by:

- 1) Providing a service
- 2) Enhancing the quality of life
- 3) Improving recreation and/or sports facilities
- 4) Improving the environment and/or Parish amenities
- 5) Promoting the Parish of Churchill and Blakedown

The Council will normally only give grants where there is a clear need for financial support for specific projects which provide a definite ascertainable outcome. However, there are occasions when Parish Organisations need additional funding to ensure their financial stability, for example at start up, or insufficient funds have been raised to meet commitments essential to the Organisation's ongoing operation. The Council will consider grants given to cover such shortfalls, but only in situations where such short-term support will demonstrably result in long term, viability.

Grant Application Process

- 1) A completed application form (available from the Clerk) should be submitted to the Clerk. All questions should be completed as fully as possible where they are applicable. And any additional information that is appropriate should be sent in support of the application.
- 2) In addition to the application form, organisations should provide wherever possible the following supporting information:-
 1. A copy of their written constitution if they have one.
 2. A copy of the previous year's accounts.
 3. Full details of the project and demonstrate how it will benefit the community within the Parish.
 4. Details of any contribution from own funds/or other sources of funding.
- 3) Applications will be decided at the next suitable meeting of the Parish Council.

Conditions of funding

1. The organisation must be either non-profit making or a Charity.
2. Grants will not be made to projects that discriminate on any grounds.
3. Grants will not be made retrospectively.

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4. Applications from National bodies or local bodies with access to funds from national or parent organisations will not be considered unless organisations can demonstrate that funds are not available from their national bodies to complete the project.
5. The organisation must have a Bank account where at least two people are needed to authorise payments.
6. All awards must be properly accounted for, and the evidence supplied to the Council on request.
7. Only one Grant application from each organisation will be considered in one financial year.
8. A grant allocation is for a specific period or project only and is not an ongoing commitment.
9. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or not in keeping with the Councils objectives.
10. Any grant must only be used for the purposes it was awarded unless written approval of the Council has been obtained for a change of use of the Grant money and any unspent money must be returned to the Council.

Reporting

At the end of the relevant period or at suitable intervals, if the grant is to fund activity over an extended period, the Organisation should report back to the Council on the use of the money and the consequent benefits to the Community/Parish. Parish Organisations, especially those in receipt of a Parish Council Grant aid are encouraged to publicise their involvement and achievements, especially through presentations at the Annual General Meeting.