

# **Grant Awarding Policy and Application Form**

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*This Grant Awarding Policy was approved by Cheveley Parish Council at their meeting on 13<sup>th</sup> March 2012 (minute agenda item 8.1)*

## **Policy Statement**

A grant or subsidy is any payment made by Cheveley Parish Council (hereinafter referred to as CPC) to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by CPC. The purpose of any grant or subsidy given by CPC is to support initiatives in the local community and to help create opportunities for the residents of Cheveley parish that are not, as a matter of course, funded by CPC.

## **Guidelines for Grant Applications**

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Cheveley. All applications must clearly demonstrate how this will be achieved.
- 2) Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts where available. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Grant applications cannot be made retrospectively.
- 4) The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 5) Applications WILL NOT be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
  - National Charities.

- 6) Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 7) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 8) CPC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- 9) Schools will only be grant aided for environmental purposes or if, in the opinion of CPC, their application is for the benefit of the wider community.
- 10) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
- 11) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of CPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to CPC by the end of the financial year in which it was awarded.
- 12) Although CPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- 13) CPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 14) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 15) The size of any grant awarded is at the sole discretion of CPC.
- 16) CPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 17) CPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of CPC.

The Grant Application Form is available by [clicking here](#).

## **GRANT APPLICATION FORM**

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Name of group/organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address.	
Brief description of group and its aims	
Brief description of project for which you are making this application	

If this application is for a Grant of money, state how much.	
If this application is for the donation of goods purchased by the Parish Council, please describe. Please provide supporting quotations	
What is the total cost of this project? Please provide details of how this figure is built up	
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Number of members in the Group	
Number of members resident in the parish	
Total spent by the group in the last twelve months	
Total received by the group in the last twelve months	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations (please state)	