

# **SHERSTON PARISH COUNCIL GRANT AWARDING POLICY**

## **Introduction**

A grant is any payment by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council.

The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and / or sports
- Improving the environment
- Promoting the parish of Sherston in a positive way.

## **Grant Application Process**

1. The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2. Applicants will be required to complete an application form, available from the Parish Council Clerk or the website ([www.sherston.org.uk](http://www.sherston.org.uk)). All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

3. In addition to the application form organisations will be required to provide the following supporting information:

- A copy of their written constitution or details of their aims and purpose
- Full details of the project or activity
- Demonstration that the grant will be of benefit to the local community within the parish
- The proportion or number of beneficiaries living in the electoral area
- Demonstration of a clear need for the funding
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
- A copy of the organisation's latest bank statement.
- The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 October of the financial year prior to the funds being required in order that budget provision can be considered.

5. Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.

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6. The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

7. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

### **Conditions of Funding**

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2. Grants will not be made to projects that discriminate on any grounds.

3. Grants will not be made to individuals, except as awards through the school or the Good Citizen scheme.

4. Grants will not be made retrospectively.

5. 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.

6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council on request.

8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

9. Each application will be assessed on its own merits.

10. 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 against the objectives of the Council.

11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of 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.

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### **APPLICATION FORM FOR GRANT(S) AND/OR DONATION(S)**

To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy

- 1) Name of organisation
  
- 2) Address of organisation
  
- 3) Contact name and telephone number
  
- 4) Position in organisation
  
- 5) Is the organisation a registered charity?

If yes, Charity Number.....

6) Please answer the following:

- What would the grant/donation be used for?
  
  
  
  
  
  
  
  
  
  
- How would it benefit the parish?
  
  
  
  
  
  
  
  
  
  
- Total cost of project?
  
  
  
  
  
  
  
  
  
  
- Total amount requested?
  
  
  
  
  
  
  
  
  
  
- Are you applying to other organisations for funding?

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7) Please attach estimates/costings to support the application

8) Please indicate the financial balance of your organisation (from latest bank statement)

9) Please include a copy of the accounts for the last financial year (if available).

10) If the organisation is newly formed please include a copy of the budget and business plan.

If you require assistance in completing the application form or submitting the supporting information please contact a Councillor or the Clerk to the Council:

Sherston Parish Council

33 Hatherley, Yate, Bristol, BS374LT

Tel: 07790883503

Email: [clerk@sherston.org.uk](mailto:clerk@sherston.org.uk)

Signed .....Date.....

Name (In capitals) .....