

ST ERME PARISH COUNCIL



GRANTS POLICY

Adopted 1st June 2009
Adopted 11th May 2015

Policy for dealing with requests for Grant Aid/Donations

Outside bodies and organisations

Organisations that do not have a local connection (are not run from the parish)

- The clerk will keep filed any requests for donations from bodies received during the financial year and obtain up to date accounts from each applicant.
- The council will consider to precept an amount each year for outside bodies
- The council will consider all requests at the end of each financial year; at the full council meeting held by the council in February

Local Organisation Grants

Organisations that are run from the parish

- Application form to be submitted by organisations by end of September, to allow time to account whilst setting the precept for the following year. Clerk to forward a letter to the organisations during August and an application form will be forwarded on by request.
- Application form to consist of the following:
 - Name of organisation
 - Contact address and Tel: Number
 - Description of organisations activities
 - Details of the project and how it will benefit the club
 - Project cost details
 - Details of additional funding secured or applied for if applicable or how the remaining funding will be found.
 - A copy of the latest accounts must be supplied.

Urgent Grants

Money set aside that could be made available for any urgent items that an organisation may need financial help with or these could be taken from the general reserves, which will be restored at the appropriate level when the next budget is set

The following rules apply

- Application must be made in writing and accompanied by the Application Form by the required deadline.
- The project must be based in the Parish Area
- The project cannot include day to day running costs
- Every application will be judged on its own merit
- Applicants may be invited to supply any further relevant information.
- Applicants will be asked if funding has been obtained from any other sources. This will not prejudice the application in any way. Projects in receipt of match funding will be welcomed and the council may be able to help applicants identify funding available from other sources, if necessary.
- The organisation will need a bank account in the organisations name
- The full amount requested may not be able to be granted in full, in these circumstances the council will notify the organisation of the reduced amount that has been agreed. This will depend on the amount of requests received by the council.
- Successful applicants will be required to supply information on the project and a financial statement/annual report (copies of invoices where relevant) to the parish council, which confirms how the money has been spent by the group within 12 months of the date of the cheque.
- Any monies that have not been spent on the agreed project, will need to be accounted for and a letter sent to the council, who will then decide if this money should be repaid back to the parish council
- The clerk will notify the organisations of the council's decision of their requests, once the budget has been set for the next financial year and the successful clubs, will be able to apply for their grants from the start of the financial year. (All grants must be claimed by 9th February each year.

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