

ST ERME PARISH COUNCIL



GRANTS POLICY

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1 Terms, conditions and application criteria

The parish council sets a budget each year to allocate to local groups for grant funding, the council's policy for dealing with requests are below.

2 Local Organisation Grants

Organisations that are run from and for the benefit of parishioners:

- a) The clerk will forward a letter to local organisations during August/September each year and an application form will be forwarded on by request.
- b) Any completed application forms will be required by mid October each year; to be considered for a grant for the following financial year.
- c) The application form to consist of the following:
 - Name of organisation
 - Contact name and address, telephone number and e-mail address
 - Description of organisations activities
 - Title of the project
 - Summary of the project
 - Amount applied for
 - How many people will benefit from the grant
 - Project cost details
 - Date the project will commence and finish
 - Any other relevant information
 - 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.

3 Rules of applying

Applications must comply with the following rules:

- Applications 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 on request, 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 grant.
- 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 following 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)

4 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.
- 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.

5 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

Appendix 1: Application Form

GRANT APPLICATION FORM FOR LOCAL ORGANISATIONS

FINANCIAL YEAR TO

Name of organisation		
Contact Name		
Position		
Address		
Tel No:		
E-mail:		
Title of Project:		
Summary of project:		
Amount applied for:	£	
How many people will benefit from the grant		
Please list the estimated costs and how you will spend any funding awarded	<u>Cost</u>	<u>Item</u>

What date do you plan to start and finish the project	<u>Start</u>	<u>End</u>
Details of additional funding secured or applied for; if applicable or how the remaining funding will be found:		
A copy of the organisations latest accounts must be supplied:	<p style="text-align: center;">Enclosed</p> <p style="text-align: center;">YES NO</p>	
Signed:		
Printed:		
Date:		

Please complete and return this form to the address above 30th September.

General Data Protection Regulations (GDPR) -

“Your privacy is important to us”, new data protection legislation came into force during May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. Our Privacy Policy is available to view on the council’s website at www.sterme parish council.org.uk

We will only use your personal details above for the purpose of considering and awarding grants as per the council’s Grant Policy and Privacy Policy and will not share your details with any third parties. By signing the above you agree to the terms laid out above.