

SILEBY PARISH COUNCIL

GRANT AWARDING POLICY

1. POLICY STATEMENT

1.1 A grant or subsidy is any payment made by Sileby Parish Council (hereinafter referred to as SPC) to be used by an organisation 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 SPC. The purpose of any grant or subsidy given by SPC is to support initiatives in the local community and to help create opportunities for the residents of the Parish that are not, as a matter of course, funded by SPC.

2. INTRODUCTION

2.1 Sileby Parish Council will consider applications for grants from not for profit, voluntary groups or charitable organisations only. Applications from registered companies, partnerships or private individuals will not be considered.

2.2 To qualify for an award the applicant must be able to clearly demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.

2.3 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. 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.

2.4 Grant applications cannot be made retrospectively.

2.5 Decision making will be on the basis as set out in this policy and a decision will be made by Council Members at the next Council meeting but usually within 8 weeks of application.

2.6 In determining the validity of an application, the Council will refer to the following guidelines:

3. APPLICATIONS WILL BE CONSIDERED FOR THE FOLLOWING PURPOSES:-

For the purpose of purchasing equipment either in part or in full.

For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.

For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.

For activities that raise the profile of the area.

For running costs of a viable group that is experiencing a period of hardship.

For hosting special events or celebrations.

For the provision of recreational facilities.

For providing services / activities or services not otherwise available to the people of Sileby.

4. CONDITIONS:

Grants will not be awarded to individuals.

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.

Additional applications within a 12-month period will not normally be considered.

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources.

All awards must be properly accounted for and evidence of expenditure should be supplied as requested. In the allocation of monies, there will be the need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that :

- monitoring should be proportionate to the amount of funding support awarded,
- monitoring should also be used to demonstrate achievement, and there is a need to keep information collected as simple as possible for groups.

If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.

Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.

On completion of a project a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.

The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

5. ELIGIBILITY:

Any Charity, Voluntary Group or Community Organisation operating within the parish.

Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:

The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.

Applications from schools for an activity that takes place within the school day will not be considered.

The Parish Council will not fund activities outside its powers and functions.

6. RISK ASSESSMENT

There are various associated risks involved in providing funding support.

Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern, for example:

- audit processes,
- process in place to minimise fraud,
- safeguarding.

7. SUBMISSION OF APPLICATIONS:

Applications must be submitted by 1 September for consideration in the following year's budget.

The application form must be completed in block capitals in black ink.

The applicant should retain a copy of the form.

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Application for Grant for Voluntary Organisations

If possible, new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation

Name of organisation	
Name on bank account (for chq 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.	
No. of members in the Group	
No. of members resident in the parish	
Total spent by the group in the year	
Total received by the group in the year	
Main income sources - please itemise	
Current bank balance (please state date)	
Amount of grant requested	
For what purpose or project is the grant requested?	
What will be the total cost?	

When will the money be spent?	
Who will benefit from the project?	
Approximately how many of those who will benefit are Sileby parishioners?	
Special/other considerations	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed:- _____ Date:- _____

Name (In capitals) :- _____