

Partney and Dalby Parish Council

Grant Award Policy

Adopted: 12.09.23

Review: 09.25

1. INTRODUCTION

Partney and Dalby Parish Council will consider applications for grants from voluntary groups or charitable organisations. To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.

Council will set an annual budget for grants – the total amount available may vary from year to year.

The maximum amount of grant which will be awarded is £500

In determining the validity of an application the Council will refer to the following guidelines.

2. APPLICATIONS WILL BE CONSIDERED FOR THE FOLLOWING PURPOSES:

- a. For the purpose of purchasing equipment either in part or in full
- b. For activities that raise the profile of the area.
- c. For the running costs of a viable group that is experiencing a period of hardship
- d. For hosting special events or celebrations
- e. For the provision of recreational facilities.

3. CONDITIONS:

- a. Grants will not be awarded to individuals
- b. Requests will only be accepted on the Council's application form, and with appropriate supplementary information supplied as requested.
- c. Additional applications within a 12 month period will not be considered
- d. The award must be for the purpose for which the application was made
- e. Applicants may be invited to attend a Council meeting to explain the application to councillors.
- f. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council
- g. Evidence of having a child protection policy in place may be requested, as part of the conditions of grant aid being awarded.

- h. Should there be more applications than funds available, smaller amounts than have been applied for may be offered.
- i. If the organisation applying for a grant employs staff, a full breakdown of the staffing costs must be included with the application.
- j. The Council will not normally fund more than 50% of a project, and evidence of other funding will be required.
- k. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- l. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- m. On completion of a project a letter of thanks should be sent to the council if possible, an acknowledgement of the Parish Council's contribution should be made.
- n. The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.
- o. Evidence of the benefit to the community from the grant must be submitted to the Council within 6 months of expenditure.
- p. When evaluating an application, the Council will take into account the following:
- Does the Council have a legal power to incur expenditure on the activity
 - Will all or part of the area, or some or all of the inhabitants, benefit?
 - Has the applicant demonstrated initiative in fund-raising?
 - Has the applicant applied to other organisations/outside bodies for funding?

4. ELIGIBILITY:

- a. Any Charity, Voluntary Group or Community Organisation operating with the Parish.
- b. 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 the Statutory Authority.
 - The Parish Council will not fund activities outside its powers and functions.

5. SUBMISSION OF APPLICATION:

- a. The application form must be completed in block capitals in black ink
- b. The applicant should retain a copy of the form.
- c. The application may be submitted electronically

GRANT APPLICATION FORM

Name of group/organisation	
Name on bank account details for bank transfer Name- Sort Code- Account number-	
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	
What is the total cost of this project? Please provide details of how this figure is built up (attach a separate sheet if necessary).	

<p>Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?</p> <p>How much has been requested?</p>	
Number of members in the Group	
Number of members resident in Partney or Dalby	
Main income sources – please itemise	
Special/other considerations	
Date Grant required for	

Signature of applicant

Date.....

Official Use

Date application received	
Date of Council Meeting	
Grant Authorised	Yes/No
Resolution paragraph number	
Payment method	
Date Paid	
Authorised by	