

SMALLEY PARISH COUNCIL

GRANT AWARD POLICY

PRINCIPLES OF GRANT AID

The Council operates a grant aid system. The system aims to:

Help the voluntary groups within and working within and around the Parish of Smalley to improve their effectiveness

Help to ensure the provision of services needed by Smalley Parish residents via the voluntary sector

Support organisations which meet the needs of people experiencing social and economic difficulties, and ensure that there is equality of access and opportunity for all Smalley Parish residents to the services and funds it provides.

This policy was adopted by Smalley Parish Council at its meeting on 21st May 2018

Smalley Parish Council (the Council) will consider applications for grants from voluntary groups or charitable organisations twice annually in May and November. Applications must be submitted by the end of April for May applications and the end of October for November applications.

Grant applications will be considered by and approved by Full Council.

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.

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

1 Applications will be considered for the following purposes: -

- 1.1 For the purpose of purchasing equipment either in part or in full.
- 1.2 For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- 1.3 For training activities, or to purchase the expertise of an outside trainer/ instructor/facilitator.
- 1.4 For activities that raise the profile of the area.
- 1.5 For running costs of a group/project that is reliant on donations.
- 1.6 For hosting special events or celebrations.
- 1.7 For the provision of recreational facilities.

2 Conditions: -

- 2.1 Grants will not be awarded to individuals. Grants should be submitted by a registered charity, voluntary group or community organisation.

- 2.2 The grant monies must be used for the purpose for which the application was made.
- 2.3 If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
- 2.4 All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
- 2.5 Grants will not be made to groups, which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.
- 2.6 Grants will be required to return grant-aid if they close, or if a project or services funded by the Council, is not satisfactorily provided.

3 Eligibility: -

- 3.1 Any Charity, Voluntary Group or Community Organisation.
- 3.2 Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
 - a) The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.

4 Groups applying for grant aid should note:

- 4.1 Grants are made only to groups meeting the needs of Smalley Parish residents.
- 4.2 Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.
- 4.2 Grants cannot be made to cover money already spent.

5 Voluntary groups grant-aided by the Council are required to:

- a) Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- b) Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts unless the group is recently formed.
- c) Acknowledge the Council's support in annual reports.

SMALLEY PARISH COUNCIL APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:

2 Name and address of correspondent (and office held):

3 What are the objectives of your organisation?

4 Is membership/support open to any resident of Smalley Parish, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:

5 Amount of grant applied for

6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request, and identify where the Parish Council's money will be spent.

7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):

8 Is there anything else you wish the Parish Council to take into account when considering this application?

9 Please ensure that you have attached up to date examined accounts in support of this application.

I agree to the Principles of Grant Aid as set out by Smalley Parish Council

Signed Position in Organisation Dated For

Grant Award

25th April 2018