



Grant Awarding Policy for Cotford St Luke Parish Council

Introduction

The Parish Council offers local groups and societies grants towards specific projects which directly benefit some or all of the residents of Cotford St Luke.

Availability of Funds

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. It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects. Organisations are expected to have sound financial management to ensure the best use of funds

Eligibility

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation;
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Cotford St Luke;
- The group must be formally constituted and have a management committee made up of volunteers.

Individuals, businesses, religious groups or political parties are **not** eligible for grant funding.

Conditions

- Only one application for a grant from any organisation will be considered in any one financial year;
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;

- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded;
- Grants cannot be awarded retrospectively;
- Parish Council funding must be used for events or to purchase items specified in the grant application, it must not be donated or passed on to other charities/organisations
- Any organisation must show sound accounting to explore all options to obtain income before requesting a grant
- If a grant is requested for an outdoor event, a clear contingency plan must be in place, if poor weather prevents the going ahead outside.
- If any organisation promotes an event (leaflets/social media etc) part or fully funded by Parish Council grant, they must ensure the Parish Council is acknowledged
- The maximum any organisation can request per application is £1000.00

Application Process

- Grant application window is 1st March – 31st May each year. Any applications received by 30th April will be considered at the May meeting, any applications received after 30th April and before 31st May will be considered at the June meeting. If all budgeted funds are not allocated, the Parish Council reserves the right to advertise the grants later in the year.
- Applications should be made by completing the Council's Grant Application Form and enclosing a copy of the group's latest set of independently approved accounts (for both current and savings accounts) and a copy of the latest bank statement. Copies of any quotations should also be submitted.
- Completed forms and supporting documentation should be sent to the Clerk to the Parish Council by post or email.
- Applications are accepted within the grant application window detailed above.
- Applicants are usually informed of the Council's decision within two weeks of the meeting
- Any personal information supplied will be handled in accordance with Cotford St Luke Parish Council's General Privacy Notice.

Grants will be assessed using the following criteria:

- A completed application form and supporting information
- If you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the parishioners of .

Giving of a Grant

Where the Council agrees funding for a specific project, proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds

If the application for a grant is successful, the organisation/group should provide the Council with a report showing how the money was spent at the next Annual Parish Council meeting.

Promotion

The Parish Council will ask for recognition from successful groups, in the form of the promotion of the Parish Council in the organisation's newsletter/social media posts or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.