

Sutton-in-Craven Parish Council

Grants Policy

Re: Grants to Village Groups and Organisations

- Small Community Grants of up to **£250** will normally apply. If the Council considers that there are exceptional circumstances, then it can decide to exceed these limits.

A grant is any payment by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish.

Background

Any grants made available for such purposes are funded directly from the Parish Precept (i.e. monies from rate payers for parish purposes via the Craven District Council Tax).

The Parish Council receives no other significant monies from any source (except for grant monies received for projects ring-fenced for that purpose).

The Parish Council's precept is allocated in its annual budget to specific heads of essential expenditure, such as Insurance, maintenance and repairs, the Park, Clough, Street Lighting, Water, Gas, Electric etc.

Policy

1. Any grant made by the Parish Council must directly benefit the Parish of Sutton-in-Craven and its parishioners. The Parish Council cannot make donations to charities or groups, however deserving or worthy, whose activities do not directly benefit or contribute to the Parish in some way (Thus, the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of parishioners.)
2. Grants will not be made to fund political activities.
3. The Parish Council is not permitted to hold a reserve fund designated for unspecified local grants. All proposed heads of expenditure must be detailed in the annual budget, which forms a basis for the calculation of the Parish Precept.
4. The organisation making the grant should be non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc)
5. The Parish Council will not fund activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.
6. The Parish Council will consider applications for funds in situations where:
 - There is no other way of obtaining the relevant funds.
 - The funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties.
 - Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.
7. The Parish Council will endeavour to provide assistance and support where appropriate groups and organisations in the Parish wishing to access grants and other funds from third parties and local authorities.

All applications for grants or donations shall be made in writing to the Clerk to the Council who shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council.

Because the grant money available is limited a maximum of £250 per application will normally apply. If the Council considers that there are exceptional circumstances, then it can decide to exceed these limits.

Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).

***Grants cannot be awarded after the relevant event or project has been completed.**

Applications should provide:

- Details of the group/organisation applying together with appropriate contact information.
- The purpose to which any grant or donation will be put.
- The amount of funding requested.
- If the total cost of the project is not being applied for, details of other funding*
- An explanation of how the funding will benefit residents of the Parish*
- Applications must provide estimates or quotes with their application form and will be expected to provide evidence of expenditure such as bank statements, invoices, or receipts with their monitoring form.
- A copy of your organisation's constitution should be attached to the grant application if this is your first application or if your constitution has changed.

* In cases where Members of the Council are acting as representatives of a group/organisation applying for funding, that/those Member(s) may provide verbal explanation of the benefits of the funding. In this case, that Member shall not take any part in the discussion or decision on the awarding of a grant (see also note 5)

Applicants whose application meets the criteria will be considered at the next meeting and will be notified of the outcome within 10 working days of that meeting. Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of payment.

Conditions

1. The Parish Council will assess applications with reference to the number of parishioners likely to benefit, or whether any particular category of parishioners would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc).
2. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
3. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
4. Monitoring forms must be returned within 12 months of the grant along with evidence of expenditure.
5. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

Notes

1. The Council's decision on any application is final and there is not right of appeal.
2. The Council reserves the right to decline any application without giving reasons for its decision.
3. The Council will not commit to any continuing expenditure.
4. Nothing in the Policy prevents the Council from providing a grant or donation to a group, organisation or project without application where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.
5. Where a Member of the Council is a member of a group/organisation applying for funding, that Member shall consider whether, in accordance with the Code of Conduct, it is necessary for them to declare an interest in the matter. Advice may be sought from the clerk or Monitoring Officer at Craven District Council if required.

Sutton-in-Craven Parish Council

Grant Application Form

Part 1 - Contact Details for this Application

Contact Name:

Address:

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Postcode:

Telephone:

Email:

Position in Organisation:

Part 2 - About your Organisation

Organisation Name:

Organisation Address:

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Postcode:

Telephone:

Email:

Website:

What is the main purpose of your organisation as set out in your governing document?

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Type of Organisation (please tick one of the categories below):

- a) Community group, club, society or voluntary sector organisation
- b) Registered Charity
- c) School (for non-Curriculum activities)
- d) Other

Does your organisation have a bank account? Yes No

If you do not have a bank account, please give the name of the organisation that has agreed to look after your funds and provide contact details for a senior member of the organisation who has agreed to this arrangement.

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Part 3 – About Your Project

Project Name:

What date do you expect your project to: Start?..... End?.....

Project Summary

Please provide a short summary describing your project, what it will achieve and how you will assess that it has been a success.

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Finances

What is the total cost of your project?

How much funding are you requesting from Sutton-in-Craven Parish Council?

How will the rest of your project be funded? Please a break down of costs e.g. venue, staff, equipment, materials etc and attach quotes/estimates.

Description	Net	Vat	Total
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Please give details of any match funding available.

Source	Amount	Status (Requested/Approved)
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Part 4 – Declaration and Checklist

If you submit your application to us electronically you will need to send us and original signed copy of this page along with the relevant documents listed on the checklist.

Organisation Name:

Project Name:

Declaration

- I am authorised to apply for a grant on behalf of the named organisation.
- I am able to comply with Sutton-in-Craven Parish Council’s terms and conditions.
- If the information in the application changes, I will contact Sutton-in-Craven Parish Council.
- I declare that the above information is true and complete and if funding is secured, I will ensure that:
 - a) All publicity and promotional material produced during the delivery of the project will give acknowledgement to the funding given by Sutton-in-Craven Parish Council.

- b) If the project is offered a grant it must fully comply in utilising the grant within 12 months of the grant being offered.
- c) Any grant awarded will only be used for the project/activity set out in this application form.
- d) The project will not discriminate against any sections of the community.
- e) All required permissions, insurance DBS checks are in place.
- f) The projects activities are not unlawful, political, trade union related, lobbying, promoting a faith, only benefiting one individual, or contrary to equality and diversity.
- g) The project has not received Parish Council Funding in the last 2 years.
- h) Monitoring forms will be filled in and returned within 12 months.
- i) If requested, we will provide the Council with additional evidence of the project (for example copies of quotes and receipts of expenditure)

Signed: Date:

Name (in block capitals):

Position in Organisation:

Checklist

- We have enclosed a fully completed, signed grant application form
- We have enclosed copies of quotes/estimates
- We confirm that the project is open and accessible to all who want to be involved
- We have the relevant insurance for the services/projects we deliver
- We confirm that our organisation and project comply with all relevant legislation
Evidence of planning permission (if applicable)
- Evidence of leasehold, freehold or licence for projects involving capital works to buildings or land attached (If applicable)
- Copy of the organisation’s protection policy attached (if the project involves working with children, young people or vulnerable adults.
- We have enclosed a copy of our Constitution or other Governing Document
- We confirm that our project does not cause negative impact or discriminate against different groups in the community based on age, disability, race, religion, or belief, sex, sexual orientation, gender reassignment, socioeconomic disadvantage, or rural isolation.

Please email the completed application to clerk.suttonincraven@gmail.com or post to 9 North Avenue, Sutton-in-Craven BD20 7NN.