

## Scarning Parish Council

### Grants Policy

#### **Objective**

The Parish Council wishes to support activities and causes which benefit the parish of Scarning.

#### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all of the residents of Scarning.

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 Scarning.
- The group must be formally constituted and have a management committee made up of volunteers.

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

#### **Conditions**

- Multiple applications within a 12 month period will not normally be considered
- Proper evidence of estimated expenditure must be supplied to the Parish Council with the grant application.
- Please note that for all applications over £2,500 the Parish Council will need quotes for the proposed project from at least three reputable firms.
- It is the responsibility of the applicant to provide any information requested by the Parish Council.
- **Please note that the project for which any grant is given must be commenced within 12 months of receipt of the cheque. The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period.**

- Evidence of all expenditure must be submitted to the Parish Clerk on completion of the project. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of any or all monies awarded.
- Grants cannot be awarded after the relevant project or event has been completed.
- An acknowledgement on receipt of the grant cheque is required

**Application Process**

Applications should be made by completing the Grants Award Application Form and enclosing a copy of the latest set of audited accounts (for both current and savings accounts) for the group making the application.

Applications are accepted at any time of the year, but are usually considered together at the September meeting of the Parish Council. **All applications must therefore be received by no later than 31 July.** Applicants are usually informed within 2 weeks of the meeting and the grant money sent by a cheque to be drawn at the November meeting of the Parish Council.

**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 or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

This policy was reviewed without amendment at the Council’s meeting held on 15 January 2018.

The policy will be reviewed in January 2019.

.....  
 (Chairman)

.....  
 (Parish Clerk)

# **Scarning Parish Council**

## **Grants for the benefit of the people of Scarning Parish**

Please read the Grants Award Policy prior to completing this form

Please send this application form to :

The Parish Clerk, Oakleigh House, Shipdham Lane, Scarning, NR19 2LB.

For further information please call the Parish Clerk on 01362 687492

### **Section 1: Organisation**

Name of Organisation:

Primary contact name:

Position within applicant organisation:

Contact address:

Telephone Numbers: Day:

Night:

E mail address:

Date of submission:

### **Section 2: Details of Organisation**

Brief description of your organisation's aims:

How long has it been in existence ?

Is it run by a committee ?

If yes, how many committee members ?

Can anyone join ?

If not, what are the restrictions ?

How often do you meet ?

Where are meetings held ?

How many members do you have ?

What percentage of members live in Scarning Parish ?

### **Section 3: Organisation's Purpose**

Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please give an idea of the activities you wish to undertake:

Describe how the local community, in particular residents of Scarning Parish, benefit from your organisation:

### **Section 4: Grant Request**

Amount requested from the Parish Council:

Please give details of what you wish to use the proposed grant award for:

Have you received or applied for funding from any other source for this project/purpose? If yes, please give details:

### Section 5: Financial Details

Do you receive funding from other sources and if so from where ?

If you have previously received a grant from Scarning Parish Council in the past 3 years please give details:

### Section 6: Supporting Information

Please complete the following:

I have read and agreed your terms and policies:

I have enclosed the following supporting material:

A constitution or set of rules by which my organisation runs:

The latest set of annual accounts for my organisation (both current and savings accounts)

Any other supporting information, including quotes for the proposed project from a reputable

firm. **Please note that for all applications over £2,500 the Parish Council will need quotes for the proposed project from at least three reputable firms.**

## Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature :

Name of signatory:

Position in organisation :

Date :

**Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note the completion of this form does not necessarily mean that a grant application will be successful in part or whole.**