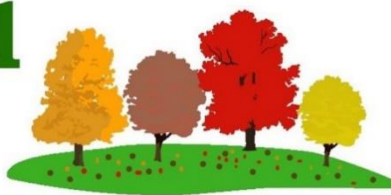


Sunningwell

Parish Council



Grants Policy and Application Form

[Adopted by the Parish Council on September 26th 2024]

Introduction

Sunningwell Parish Council (the “Parish Council”) occasionally receives requests for grants from a variety of organisations. The Parish Council is committed to giving financial support to local initiatives where appropriate and has a responsibility to distribute grants in a fair and equitable manner that reflects the value of the organisations, services or activities to the residents of the Parish.

A grant is any payment made by the Parish Council to 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 Parish Council.

Awarding Of Grants - Criteria

The Parish Council will award grants, at its discretion, to organisations that can demonstrate a clear need for financial support to the benefit of the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish in a positive way.

Grants will only be considered for organisations that provide a public service on a non-profit basis and whose activities have a demonstrable benefit to the entire Parish.

Exemptions

The Parish Council will not award grants to:

- Private individuals;
- Commercial organisations;

- Purposes where there is a statutory duty upon other local or central government departments to fund or provide;
- National organisations, except where it can be demonstrated that the funding will substantially benefit residents of the Parish;
- Political parties;
- Religious organisations, unless for a purpose that does not discriminate on grounds of belief.

This list is not exhaustive, and may be added to, at any time at the Parish Council's discretion.

Procedure

Each year the Parish Council will agree an annual budget for the award of grants as part of its annual budget setting process in November.

Each year the Parish Council will agree the maximum amount of an individual grant award. Typically, this will be in the region of £50-£250, although higher or lower amounts may be agreed by the Parish Council at its sole discretion.

All applications for grant funding must be submitted direct to the Parish Clerk no later than 30th October each year for funding from the following year's budget provision.

Applications submitted after the annual closure date will not be considered for that financial year, unless there are exceptional circumstances, for example where it can be clearly demonstrated that the activity is of an urgent nature that could not have been foreseen.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. Grants will not be made retrospectively.

Grant application and award process

Any application for funding must be made using the application form in the Appendix. Please send the completed form and declaration to the Parish Clerk at clerk@sunningwell-pc.gov.uk

On receipt, the Parish Clerk will review the application and supporting information and follow up any initial queries or obvious omissions with the applicant.

All eligible applications will be considered by the full Parish Council, together with any recommendations made by the Parish Clerk, and decisions taken on which activities or projects to fund.

If the demand for funding exceeds the budget available, priority will be given to those applications which the Parish Council agrees demonstrate the greatest benefits for the entire Parish and /or its residents.

Where a member of the Parish Council is a member of a group/organisation applying for funding, that member must declare an interest as required by the Code of Conduct and will not be eligible to vote on any decision regarding the grant.

Where additional information is considered necessary to fully consider or prioritise an application, applicants will be invited to meet with full Parish Council to further discuss the application prior to a decision being made.

All applicants will be notified by email of the outcome of Parish Council funding decisions.

The Parish Council reserves the right to make an award of any grant subject to additional conditions and requirements as it considers appropriate.

The Parish Council's decision on any application is final and there is no right to appeal. The Parish Council reserves the right to decline any application which it considers inappropriate or against the objectives of the Parish Council without giving reasons for its decision.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and any unspent portion of the grant must be returned to the Parish Council by the end of the financial year in which it was awarded.

Monitoring and reporting requirements

Recipients are expected to provide the Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Sunningwell. Evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported by the organisation at the Annual Parish Meeting in May.

Appendix

Name of Organisation
Name, address, email and telephone number of correspondent (and office held):
What are the objectives of your organisation?
Is membership/support open to any resident of Sunningwell Parish, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:
Amount of grant applied for (£)
Purpose for which the money will be used. Please explain the reason for your request, and identify where/how the Parish Council's money will be spent.
Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom? Please give details of the decision if known.
Is there anything else you wish the Parish Council to take into account when considering this application?

Please attach a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan, as well as a copy of the organisation's latest bank statement.

Declaration

I declare that I have the necessary authorisation from

..... (name of applicant organisation) to

submit this application and the information provided is correct. I agree to the criteria and requirements as set out by Sunningwell Parish Council in its Grants Policy.

Completed by:

Name:

Position in organisation:

Signed:

Date: