

# **EAST CHALLOW PARISH COUNCIL**

## **GRANTS POLICY**

### **1. Introduction**

East Challow Parish Council has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in East Challow.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Parish Council will follow in respect of grants in the Parish.

### **2. Grant Philosophy**

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

Rather than provide a large number of small grants across a wider number of projects and organisations, in order to have the greatest impact in the Civil Parish of East Challow, the Council will choose fewer projects and provide larger grants.

Generally, grants should be awarded for infrastructure projects, such as the purchase of equipment, works to community buildings or facilities and improvements to premises or similar. Grants towards running costs, salaries or consumables, may be considered under exceptional circumstances.

The Council may consider supporting a community event, festival or other special event.

In order to make the greatest difference across a range of settings, the Council does not support year on year applications from the same organisations, with preference being given to start-ups, new ideas and expansion projects.

### **3. Grant Requests & Application Process**

All grant requests must be made in writing and submitted by hand to The Clerk. The application form can be found in Appendix A to this Policy. For groups who need assistance in completing the form, they should council the Clerk to the Council in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from ECPC, and how that grant will specifically benefit those who live or work in the Civil Parish of East Challow. If all information is not provided, the request will be rejected by the Clerk, though the request can be resubmitted with all the necessary information.

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When the Clerk to the Council determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting for consideration.

### **4. Grant Assessment**

Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the East Challow Parish area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the Parish.
- Evidence of a well-managed group including previous experience and track record.
- Financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What the level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

Organisations should not make a presumption that funding will continue on a year on year basis, where possible organisations should wait 3 years after receiving a grant before applying again.

### **5. Applications Which Will Not Be Considered**

East Challow Parish Council will not consider funding applications relating to or from the following:

- Organisations that do not provide a service to the community in the Civil Parish of East Challow.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment, or treatment.

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- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the Parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

### **6. Decisions**

All grants and their amounts are awarded at the Parish Council's discretion. East Challow Parish Council's decision is final and there is no right of appeal.

Only one request for a grant will be considered from any group or organisation in any 12 month period.

All applicants will be notified of the Council's decision.

### **7. Payments**

Grant payment will be made by Bank Transfer or Cheque, to a bank account in the name of the organisation only. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

Cheques will only be made out in the name of the named organisation.

In no circumstances will a payment, be that BACS or cheque, be made to an individual.

### **8. Monitoring and Reporting Requirements**

As a condition of receiving a grant from East Challow Parish Council you are required to complete a short evaluation form, Appendix B to this Policy.

Groups are expected to provide East Challow Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such 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 February each year whichever is sooner, so that it can be reported at the Annual Meeting of the Council.

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### 9. General Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from East Challow Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being required to be repaid or affect future grant assistance.

### 10. Review

This document was approved for use at the meeting of the Parish Council on 21<sup>st</sup> June 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 21<sup>st</sup> June 2023

Chairman of the Council

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## GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

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### Section A: The Organisation

Name of Organisation

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes  No

How long has your group been operating?

Do you have a voluntary management committee?

Yes  No

Do you have a formal constitution?

Yes  No

Do you have an equal opportunities policy/statement?

Yes  No

Do you have an annual record of accounts?

Yes  No

Please describe your group's main activities:

*Please attach copy of most recent accounts and latest bank statement to your application.*

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### Section B: The Grant

What is the Grant For?

Who will benefit from the grant if approved?

How will the Civil Parish of East Challow benefit from the monies if the grant is awarded?



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## Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with East Challow Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of East Challow Parish Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide East Challow Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide East Challow Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

**I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.**

**I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.**

Name

Position in Organisation

Signature

Date

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

Attention: The Clerk, East Challow Parish Council

**EAST CHALLOW PARISH COUNCIL****GRANT EVALUATION FORM**

Complete all sections. Contact the Clerk to the Council if you have any questions

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**Section A: The Grant**

Name of Organisation

Year of Award

How much funding did you receive?

£ 

Did you spend the entire amount awarded?

Yes  No 

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

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**Section B: Evaluation**

What difference has the funding made in the locality/community?

Please include information about the number of people in East Challow who participated and/or benefited from the grant.

How did your group measure these benefits?

Did you come across any problems in the delivery of your projects, and give reasons.

Please use this space to make any other comments which will help us improve the grants process/programme



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## Section C: The Terms and Conditions

It was a condition of your grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.

**I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)**

Name

Position in Organisation

Signature

Date

This completed evaluation forms, and any other supporting documents should be returned to:

Attention: The Clerk, East Challow Parish Council.

**NOTE: If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.**