

# GRANT APPLICATION FORM & GRANT MAKING POLICY - ST CLEER PARISH COUNCIL

## GRANT APPLICATION FORM

### SECTION 1

PLEASE COMPLETE IN BLOCK CAPITALS

<b>Date of application</b>	
<b>Name of Organisation</b>	
<b>Type of Organisation</b> ( i.e. registered charity, company by limited guarantee, social enterprise, community group, other )	
<b>If registered charity or limited company, number</b>	
<b>Is your organisation affiliated to any national organisation?</b>	
<b>Total number of members / users</b>	
<b>Total number of members / users living in the Parish</b>	
<b>Contact Name</b>	
<b>Position in organisation</b>	
<b>Contact Address</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Name of project for which this grant application relates to</b>	
<b>Who will manage this project</b>	
<b>Total grant amount requested from St Cleer Parish Council</b>	

### SECTION 2

<b>What are the main objectives of the organisation?</b>
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**Have successful applications for grants been submitted to other organisations:** Yes / No

*If yes , please give details of the funder and amount:*

**Give brief details of organisations own fundraising efforts in relation to this project, including amount raise and how i.e. raffle, community events, etc**

## **SECTION 4: Declaration**

On Behalf of our Organisation

(Please confirm agreement by ticking the box)

We have read and understood fully the terms and criteria for making grant application to St Cleer Parish Council	<input type="checkbox"/>
We have provided a copy of our organisation's constitution / Governing Document or similar	<input type="checkbox"/>
We have provided a copy of the most recent annual accounts. Or for new initiatives / organisations a budget forecast.	<input type="checkbox"/>
We have provided a copy of our most recent bank statement showing the current balance	<input type="checkbox"/>
We agree to provide copies, to the Parish Council, of all receipts for transactions that have been made with the grant monies awarded, within 56 days of the award being received.  <i>(Please note that payment can be delayed is if this is a part of a larger appeal)</i>	<input type="checkbox"/>
We agree that any publicity that is given to our project, our organisation will acknowledge the grant has been awarded by St Cleer Parish Council and to consent to the publication of information including pictures on the internet	<input type="checkbox"/>
We agree to attend the Annual Parish meeting to present a report to council on benefits of the grant if requested	<input type="checkbox"/>
I have the authority to sign this application on behalf of my organisation	<input type="checkbox"/>
I understand that this application form and supporting documents will be published on the St Cleer Parish Council website	<input type="checkbox"/>

### **Bank Details**

Account name	
Sort code	
Account number	

I submit this application on behalf of the stated organization and believe, to the best of my knowledge, all statements made to be true and accurate.

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Signed on Behalf of (Name of Organisation)	
Position in Organisation	
Name	
Date	

When completed, please return this form to [clerk@stcleerparishcouncil.gov.uk](mailto:clerk@stcleerparishcouncil.gov.uk), or

The Parish Clerk  
The Sports Pavilion  
Hockings House  
St Cleer  
PL146EE

## For Office Use Only

Date application received	
Application reference number	
All declarations complete	Yes or No
Statutory provision under which grant would be awarded	
<i>For s137 – is the criteria clearly met</i>	Yes or No
Received copy of applicant constitution / governance document of similar	
Received copy of most recent audited accounts or budget forecast	
Received copy of most recent bank statement	
Recommendation of the Finance and General Purposes Committee (the FGPC will automatically reject all applications which do not comply)	
Date of FPC meeting	
Decision of Parish Council	
Date PC meeting	
Approved	Yes or No
Amount of Grant	£
Date payment made	
Received requested copies of invoices	Yes / No
Were there any unused funds returned	Yes / No
Amount returned if applicable	£

## ST CLEER PARISH COUNCIL GRANT MAKING POLICY

The Parish Council has the power to award grants to community organisations in the interests of the Parish of St Cleer. The Council recognises the importance of supporting groups, organisations and charities that benefit the local community and that making grants is a valuable method of support. The Council as part of its budget setting process each financial year will agree the total figure available for grant aid. This policy has been designed to ensure that St Cleer Parish Council follows a fair and transparent process when awarding grant monies.

It is strongly advised that organisations wishing to apply for grants over £1,000 make an expression of interest to the council in August / September so that the Council can take it into consideration when setting the budget.

Organisations are limited to submitting 2 application per financial year.

Unless a grant is awarded through a specific duty of the Council, the Parish Council awards grants through Section 137 of the Local Government Act 1972. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or part of it, or some of it” and that “the direct benefit should be commensurate with expenditure”.

The maximum grant money available to be awarded under section 137 of the 1972 act is limited to an index-linked figure relative to the number of persons on the electoral roll. The maximum expenditure is set externally each year.

Organisations can apply for a grant for any project or activity which is for the benefit of residents. Grants must be shown to fit at least one of the following criteria:

- Providing a service to members of the Parish;
- Enhancing the quality of life for those living in the Parish;
- Improving the local environment;
- Promoting the Parish in a positive way

### Grant awarding Criteria

1. Projects / activities must benefit local residents and / or be of demonstrable benefit to St Cleer Parish and that the benefit gained must be commensurate with the expenditure incurred.
2. Applicant organisations should be non-profit making and should be based in or working in the Parish.
3. Organisations from outside the Parish may only apply if they can demonstrate a significant economic or social benefit to the local community. The Council may award reduced funding levels or, indeed, refuse funding to organisations based outside of the area;
3. Applicant organisations must have a bank account and be able to demonstrate a good management track record
4. Clear arrangements must be in place to manage projects / activities and measure their success;
5. Applications must set out the cost of the project / activity and list other sources of funding sought or secured;
6. Applicant organisations, projects and activities must comply with equalities legislation;
7. The Parish Council will request the following information from organisations applying for grants;
8. Applications that meet the award criteria are not guaranteed to be approved.

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- A completed application form that includes

1. Details of the project or activity, for which the grant is sought.
2. Copies of their last year end accounts and a recent bank statement,
3. Details of the benefit to the local community within the Parish.
4. Details of any restrictions placed on who can use/access their services.
5. A copy of their written constitution.
6. A copy of their trading account and balance sheet for the last financial year or, for new initiatives, a budget forecast.
7. Recent bank statement

## **St Cleer Parish Council will not fund the following:**

1. Statutory organisations or the direct replacement of statutory funding;
2. Private individuals;
3. Commercial organisations;
4. Political groups or activities promoting political beliefs;
5. Religious groups where funding is to be used to promote religious beliefs;
6. Either national organisations or local groups whose fund-raising is sent to their central headquarters for redistribution, unless a significant local benefit to St Cleer Parish Council Parish can be demonstrated;
7. Projects that may take place before an application can be decided, or equipment or other costs that have already been purchased or incurred prior to the application being decided;
8. Organisations that have a closed or restricted membership or that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief or age
9. Medical research, equipment or treatment
10. Animal welfare
11. Repayment off loans
12. Arts & sports projects with no community or charitable element

## **Assessment Procedure**

1. Only applications made on the appropriate grant application form will be considered; this form is available from the Clerk or on the Parish website. [www.stcleerparishcouncil.gov.uk](http://www.stcleerparishcouncil.gov.uk)
2. An application form must be completed in full and submitted to the Clerk, It will then be included agenda for the next Finance and General Purposes Committee meeting for assessment. Then the recommendation from the Finance committee will be voted on at the next Full Council meeting.
3. The Council may invite the applicant to attend the meeting to introduce the application and answer any questions.
4. The Council will consider each application on its merits/needs. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.
5. Applicants will be notified of the Council's decision within ten working days of the meeting.  
Grants will be paid by bank transfer to the named organisation. Monies will not be released to an individual.

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## Successful Applications

1. Applicants must not change the use of their grant award, without the written permission of the Parish Council;
2. Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned;
3. Applicants must send the Parish Council a written report on the use of their grant and agree to the Parish Council publishing details of any grants awarded. This information should be submitted within 1 month of the event/project end or by the end of April each year whichever is sooner, so that it can be reported at the Annual Council Meeting;
4. Applicants must refer to the support of the Parish Council in any publicity they release about their project and agree to the Parish Council publicising details of any grants awarded;
5. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offered;
6. The organisation must guarantee that, should any grant offered not be used in accordance with the terms and conditions set by the Parish Council, they will repay the outstanding amount to the Parish Council on demand;
7. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back;
8. Only one application per organisation will normally be considered each year, but groups may submit an application for grant aid each year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.
9. Grants will not be made retrospectively.
10. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council