



Ansty and Staplefield Parish Council

Grants Policy

Objective

The Parish Council wishes to support appropriate activities and causes which are likely to benefit the parish as a whole, or a significant number or group of persons residing within the Parish.

Background

1. Any grants made available for such purposes are funded directly from the Parish Precept (i.e. monies collected from ratepayers for parish purposes).
2. The majority of the Parish Council's precept is allocated in its annual budget to specific heads of essential expenditure, such as Insurance, salaries, communications, maintenance of assets etc.

Who can apply?

The project should be something that improves the local community and or benefits residents of the parish and applicants should fit the following criteria: -

1. **The applicant is a voluntary or charitable organisation ('not-for-profit') with a strong connection to the Parish.**
2. **There should be a clear benefit to many people of the community of the Parish.**
3. **Applications outside of the Parish will not be considered (exceptions apply).**
4. **The Council will not accept applications made 'in retrospect'.**
5. **Support is aimed at specific expenditure (a 'project') of a non-recurring nature. To this end, you must provide clear details of what you will spend the grant money on - if you do not, we cannot consider your application.**
6. **The Council will normally only commit funds once in each financial year for any one organisation and it cannot guarantee availability of funding in subsequent years.**
7. **Types of projects considered suitable are: - improvements to the local environment and amenities; provision of recreational, arts or entertainment facilities.**

8. **The council requires some assurance that both the project and the applicant have long-term viability and would expect some level of match-funding in support of the application.**
9. **If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.**
10. **The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.**

Projects demonstrating a proportion of self-funding will be favourably considered.

Applications will not be considered from:

- **Private individuals.**
- **Commercial organisations.**
- **Political parties**
- **Religious organisations unless for a purpose which does not discriminate on grounds of belief.**

What is the application process?

A completed application form (see attached) should be received by the Clerk by **31st October** for consideration by the Council. Applicants will be informed of the council's decision as soon as practicable after consideration at a Council meeting but please be aware that decisions may not be made for several months so please plan ahead and get applications to us promptly. The Parish Council aim to make decisions by the end of the year.

If you have any difficulty with completing the application form, please discuss it with the Clerk, who will be able to help you.

All documentation provided will be available for public scrutiny and should be legible.

The availability of grant funding is dependent on a number of criteria (see above) and also the income (other than Precept) generated by the Council's services. Therefore, levels of funding will vary from year to year and the Council cannot guarantee that funds will be available.

The Parish Council will assess applications with particular 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.)

Conditions of grants.

- Financial support can only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organisation.
- Proof of appropriate spend shall be provided to Ansty and Staplefield Parish Council if requested.
- Should a project be cancelled for example, or the funds, or part of, not be required, then any surplus grant funds must be returned.
- Bank Transfers will be made payable to the applicant organisation or to a nominated supplier only.
- Have a constitution, or a set of rules, which defines its aims, objectives and operational procedures.
- Be able to provide a copy of its latest annual accounts or most recent bank statements.
- Have a bank account.

Ansty and Staplefield Parish Council:

Community Grant Application Form

Contact Details	
Name	
Organisation name & address	
Email address	
Phone number	
If registered charity, registration number.	
Date of application.	

Project Details	
Brief Description of the project.	
How will this project benefit the parish community and who will benefit from it.	
Project Delivery	
Approximate start and end dates of the project.	
Who will manage the project.	

Project Finance	
Total cost of project	
Rough breakdown of costs.	
Describe what contribution will come from the organisation's own resources.	
How much funding are you seeking from the Parish Council.	
Other funding sources.	

Applications made to other bodies, awaiting outcome - give name and amount.	
Additional Information	
Please outline any other additional information that might support your application.	
Signature of applicant.	