

# **GRANT AWARDING POLICY**

## **Cringleford Parish Council**

### **Introduction**

Cringleford Parish Council ("The Council") will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Cringleford Parish and for the benefit of Cringleford parishioners. Consideration of an application does not imply that a grant will be forthcoming from the Council.

### **Process**

The grant application (using the attached form) should be sent to the Parish Clerk for including in the Finance Advisory Group meeting agenda.

The meeting will consider grant applications during a meeting, and then make recommendations at the next meeting of full Council, using the "Qualifying Applications" section for guidance.

If an application is approved:

- the Council will issue a cheque for the sum agreed which may not be the whole amount requested.
- Clerk will record the transaction in the Council finances
- the Clerk will write to the applicant enclosing the cheque and the "conditions" section below
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

### **Qualifying Applications**

To qualify for an award the applicant must be able to:

- Show the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners
- Demonstrate that such funding will benefit the Parish or its parishioners
- Provide supporting information (where requested):
  - Current bank statements, income / expenditure sheets and if possible a balance sheet.
  - a description of what the funds will be spent on and when
  - evidence of an attempt to identify best value for the grant (e.g. 3 quotations).
- Relate the application to one or more of the following:
  - purchasing equipment either in part or in full.
  - funding transport to enable group members to partake in a group trip or outing.
  - For training activities, or to purchase the expertise of a trainer / facilitator.
  - Raising the profile of the group's work.

- Covering running costs of a viable group experiencing a period of hardship.
- Hosting special events or celebrations.
- Providing recreational facilities.

Applications will not be considered in the following circumstances:

- An activity / organisation which is the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its legal powers and functions.
- Applications for general fund raising will not normally be considered.

### **Award Conditions**

1. Grant recipients must report (verbally or in writing) how the grant was used , if requested by Council
2. Grants are not awarded to individuals.
3. Applications will be considered twice a year.
4. The award must be used for the purpose for which the application was made.
5. Return the award to the Council if it cannot be used for the stated purpose.
6. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

**CRINGLEFORD PARISH COUNCIL  
APPLICATION FOR GRANT AID**

<b><u>Name of organisation and status (charity, trust etc) :</u></b>
<b><u>Contact details :</u></b>
<b>In what ways does your organisation benefit people in Cringleford? Please use a separate sheet if more space is required</b>
<b><u>Amount requested?</u></b>
<b><u>What will this money be used for?</u></b>  Please indicate specific expenses that the grant will be used to cover and how it meets our criteria. Please do not state 'general maintenance', or 'for funds'. How much money do you need to raise overall? How much have you raised already? What other sources of funding have you applied for? Continue overleaf if necessary.
<b><u>By signing below we agree to feedback within six months on how the grant has helped the organisation, to allow the Parish Council to monitor the effectiveness of its grants on its parishioners. At this time evidence of the expenditure must also be provided.</u></b>
<b><u>Applicant's signature :</u></b>
<b>For Parish Council Use</b>
<b><u>Decision by PC:</u></b>
<b><u>Any conditions to be placed when making donation :</u></b>
<b><u>Authorisation :</u></b>

