

Shavington-cum-Gresty Parish Council

Policy for the Awarding of Small Grants

Set out below are the aims and conditions of grant aid by the Parish Council to local organisations.

Who can apply?	Voluntary and community groups and organisations within the Shavington-cum-Gresty Parish Council area.
What can it be used for?	<ul style="list-style-type: none"> • To enable local people to participate in voluntary groups and activities • To help the parish council area's voluntary and community groups to improve their impact on the community • To ensure the provision of services needed by the residents of the area via the voluntary sector • To support organisations which meet the needs of people experiencing social and economic difficulties • To ensure that there is equality of access and opportunity for all area residents to the services it provides and funds • To improve or enhance the local environment
What/who is excluded from the grant scheme?	<ul style="list-style-type: none"> • Organisations which do not provide a service to the community in the parish council area • General national appeals or charities • Statutory organisations • Political groups or activities promoting political beliefs • Religious groups or the promotion of religious beliefs • Arts and sports projects with no community or charitable element • Retrospective applications
How often can the same organisation apply for grant?	<ul style="list-style-type: none"> • Not more than once for the same project or activity in the same financial year
General principles	<ul style="list-style-type: none"> • Assistance will be given on the basis of need, merit, contribution to the local community and availability of funds • Applicants must clearly show how any assistance given will benefit the people living in the parish council area or will benefit the environment of the area • There can be no presumption that funding will continue on a year-to-year basis • Grant funding is entirely at the discretion of the Council. • The limit of any grant is £250.
General points	<ul style="list-style-type: none"> • Upon completion of the project the Council requires a written statement with photographs, if appropriate, of how the grant was used • Applications demonstrating support from other organisations will be more likely to succeed • Where applicable the Council should be given credit for supporting the project • Payments can only be made to organisations or partnerships not to individuals

<p>General points contd....</p>	<ul style="list-style-type: none"> • The Council reserves the right to inspect the organisation's accounts and may require supplementary information to support the application (eg paid invoices or estimates) • Unspent monies must be returned to the Council either upon completion of the project (or that part of the project for which funding was granted) or by a date specified in writing by the Council, whichever is the sooner. • Applicants accepting grants are deemed also to have accepted the terms of this policy
<p>Process</p>	<ul style="list-style-type: none"> • All applications must be made on the Grant Application Form • All applications will be considered by the full Council or an appropriate Committee/Sub-Committee which may be established for the purpose by the Parish Council. • Applicants will be advised in writing of the date upon which the Council will consider the application and will be advised within a week of the meeting of the success or otherwise of the application • Grants will be paid in the form of a cheque payable to the organisation's bank account

Shavington-cum-Gresty Parish Council

Small Grants Application Form

Project title:		
Organisation's Name:		
Contact's Name:		
Address:		
Telephone	Mobile	e-mail

Estimated total cost of project:			
Description	Materials	Labour	Total
Sub-total			
VAT (if applicable)			
TOTAL			£

Details of contributions from other organisations?			£
Total amount of grant applied for			£
Bank Name & Address:	Name of Account	Bank sort code	Account number

Project Description:

Please set out as clearly as possible your project's aims and how the grant you have applied for will benefit residents of the parish council area – continue on a separate sheet if necessary.

Signed on behalf of the applying organisation:	
Dated:	Position:
<i>When you have read the policy and completed the application form please return it to the Clerk to the Council – (clerk@shavingtononline.co.uk).</i>	

Declaration

I am authorised to make this application on behalf of the above organisation

I certify that the information contained in this application is correct. If the information in the application changes, I will inform Shavington-cum-Gresty Parish Council as soon as possible

I give permission for Shavington-cum-Gresty Parish Council to retain this information electronically. The information in this form will be used for the administration of grant applications and for statistical analysis

I also give permission for Shavington-cum-Gresty Parish Council to contact my organisation by phone, mail or email with information from time to time

Signed:		Date:	
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