

COLEBROOKE PARISH COUNCIL

GRANT AWARDING POLICY

Introduction:

Colebrooke Parish Council sets aside a small a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life of the people of Colebrooke parish. **The amount available in 2016/17 is £2458.**

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

The total figure available is agreed by the Council as part of the budget for each financial year.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

Application Process

Please ensure that the following documentation is enclosed when applying for a grant:

1. A completed Grant Aid Application Form. This form is available from the Clerk at Squirrel Lodge, Colebrooke EX17 5JH Tel: 01363 85051 clerkcolebrookeparishcouncil@outlook.com, or from the parish council website, [colebrookeparish council.org.uk](http://colebrookeparishcouncil.org.uk)
2. Latest financial information.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.
5. **If you have any queries about your eligibility to complete this form please contact the Clerk**

Conditions

1. Organisations and Locality

1.1 Applications for assistance must be made on an annual basis irrespective of the type of financial assistance being requested.

1.2 Applications will only be accepted from charitable, voluntary and non-profit making organisations/groups

1.3 Organisations should be local to Colebrooke or, if outside the boundary, its work should be of benefit to the parish and its residents.

1.4 At present, the Council is unable to give financial assistance to individuals or charities operating overseas.

2. Type of Financial Assistance

2.1 Annual Grants: the Council will provide grant aid for revenue expenses towards the continuing provision of a service.

2.2 Project Grants: the Council will provide grant aid toward specific projects or purchases of equipment.

3. Application Timescale

3.1 The deadline for receipt of applications is 30th September each year.

3.2 Applications will normally be considered by the Council during November.

3.3 Applicants will be advised by the 31st December whether their application has been successful.

3.4 All grants will be paid by the end of March of the following year

3.5 The Council will also consider project grant applications in April and July each year if the circumstances require it and sufficient funding remains available.

4. General

4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.

4.2 Grants will not be made for money already spent.

4.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date to demonstrate how the funds are being spent. Receipts may be required to demonstrate expenditure on specific purchases. The report may also be included in the Council's Annual Report or howsoever the Council may wish to use it.

4.4 If an organisation is dissolved before the grant has been utilised, the Council would expect the organisation to reimburse the grant awarded.

4.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.

4.6 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.

4.7 If contractors are used for any work, the Council may require organisations to provide written estimates.

Please Note:

Colebrooke Parish Council acknowledges that organisations, particularly new and smaller ones, may experience difficulty in completing the application and all possible assistance will be given to help those organisations.

Colebrooke Parish Council will also

- publicise within the parish the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- Periodically review the policy and applications for grant aid

Approved:

Review Date:

COLEBROOKE PARISH COUNCIL

APPLICATION FOR GRANT

2016/17

The information provided on this form will be treated as confidential and used for grant assessment purposes only. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

Name of Organisation:

Title (Mr/Mrs/Ms):

First Name:

Last Name:

Position in Organisation:

Address:

Post Code:

Tel No:

Email address:

Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details:

Purpose/Aims of Organisation:

Size of Organisation/Numbers of Members:

Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding:

Total cost of the project or scheme requiring funding:

Amount of Grant Applied For:

Account of Activities over the Previous Year:

Account of Plans for Forthcoming Year:

Previous Applications: Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council:

Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes No

Additional Information: Please provide any additional information you may consider relevant or helpful to the Council when considering this application

Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete. I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided

Signed

Date

This form must be returned to the Clerk at Colebrooke Parish Council , Squirrel Lodge, Colebrooke EX17 5JH clerkcolebrookeparishcouncil@outlook.com

Your application must be accompanied by a copy of your most recent published financial accounts.