

Grant Awarding Policy

1. The Council will set an annual budget for grants. The total amount of grant money available may vary from year to year.
2. Requests for grants will only be accepted for consideration provided that the Council's grant application form has been completed and appropriate supplementary information provided.
3. Applicants will be required to attend a meeting to answer any questions Council may have about the project.
4. Grants given will not usually exceed £2,000.00 for Capital projects and £500 for revenue expenditure. Grants will not be made retrospectively (unless under exceptional circumstances).
5. Grants will not be given to individuals.
6. As grant applications are reviewed and outcomes decided at monthly council meetings grant applications should be submitted at least 2 months prior to when funds are required.
7. The Council requires all recipients of grants in excess of £500.00 to provide a written report of how the grant money has been used within 6 months of receipt of the grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.
8. The Council requests recipients of grants less than £500.00 provide evidence of purchase. This can be in the form of receipts.
9. The Parish Council will not normally fund more than 50% of the cost of a project.
10. In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, or deferred, rather than deleting applications which merit a grant.
11. The Parish Council will consider only one application for **each project** in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.
12. Unsuccessful project applications will not be reconsidered for a period of not less than 1 financial year.
13. Factors the Committee will take into account when considering a grant application.
 - ***Will all or part of the parish or all or some of its inhabitants benefit from this grant?***
 - Has the Parish Council the power to make this grant?

- Has the applicant demonstrated some degree of fundraising on a 'self-help' basis?
- Has the applicant applied previously or applied to other authorities/sources of funding?
- If the applying group employs paid staff, is it a registered charity?

1. General Guidance

- ***The Council will not normally make grants to organisations outside of the parish, unless there are direct benefits to the parish.***
- Examples of a **capital expenditures** would be IT equipment, a marque, cooking equipment
- Examples of a **revenue expenditures** would be insurance, stationary, printing or advertising costs.

2. The Application Process

- Applicants must complete the grant application form issued by the Parish Council and submit it to the Clerk to the Council (see below), together with the appropriate supplementary information. Original signatures required.
- You must attach to your application copies of the last year's accounts, bank statements since the last accounts, minutes of your last AGM and your current constitution or rules, as appropriate. **Applications will not be considered if the above documents have not been submitted with the grant application.**

E-mail: clerk@langford-pc.gov.uk

- Applicants will be given a date to attend an informal meeting with the grants committee to present their grant application and answer any possible questions.
- The Committee will then make the appropriate recommendations for the Parish Council to approve at the next available Parish Council meeting. Applicants will then be notified of the Parish Council's decision.

3. Payment of Grants

In the case of organisations/projects receiving a single grant from the Parish Council only, they have the choice of a single one-off payment, or the funding can be held by the In the case of organisations/projects in receipt of match-funding of which the Parish Council is one of the partners/funding agencies, the Parish Council will pay its contribution against an invoice.

4. Event or Activity Publicity

The Parish Council requests recognition of the award granted in any publicity materials for funded events/activities.

LANGFORD PARISH COUNCIL - GRANT APPLICATION FORM

Please read the Council's policy and procedure for awarding grants before completing this form. You may use a continuation sheet detailing further information relevant to your application, if necessary.

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address of correspondent:	
	Email:	
Payee account number and sort code:	Daytime telephone No:	
Details of the organisation i.e. what does it do?	Amount of grant applied for: *Please provide a detailed breakdown of how the grant will be spent. e.g.- Litter pick equipment – 4x litter pick sticks @ £20 each. Event Insurance from Protectivity @ £120.98 for Bonfire Night Event November 5 th .	
What is the grant for and who will benefit? (Give details of the project.)		
Have you applied to any other body for a grant towards this project? (If yes, please give details.)		
How else do you raise income? (Give details of subscriptions, fundraising, contributions 'in-kind' etc.)		
What age groups do you cater for?	Total membership:	Are you a registered charity? If yes, please provide your number.
Signature of responsible adult (e.g. Chairman, Leader): _____ Date _____ _____		For Parish Council Use Only

****Applications will not be considered without:**

Copies of the last year's accounts, bank statements since last accounts, minutes of your last AGM and your current constitution or rules, as appropriate.