

# STISTED PARISH COUNCIL

## Grant Funding Policy



Adopted on: April 2016  
Reviewed on: Dec 2020  
Next review due: May 2021

## Introduction

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

The Parish Council will consider applications for grants from organisations that work for the benefit of the local community of Stisted Parish.

Only one application for a grant per group/organisation is allowed in any one financial year (1<sup>st</sup> April to 31<sup>st</sup> March) and applications should be sent to the Parish Clerk.

1. The Parish Council will consider applications from new and existing groups, but under Local Government (Miscellaneous Provisions) Act 1976 is unable to make grants to individuals.
2. Applications will be considered for events, or capital funding/purchase projects within the parish and which will benefit residents of the Parish.
3. Funding contributions will only be considered from organisations outside of the Parish, which are deemed to be of wider benefit to the community. (I.e Essex Air Ambulance, Citizens Advice Local Branch.)

## The Application Process

- Applications must be submitted on the grant application form which is available on the Stisted Parish Council website: [www.stisted-pc.co.uk](http://www.stisted-pc.co.uk)
- Additional information in support of the application may be submitted.
- The Parish Council may ask applicants to give a presentation to the Council in support of their application.
- Existing groups will need to have a committee structure, show accounts and fund raising ideas.
- New groups will need to have in place a committee structure, bank account, show projections for income and expenditure and fund raising ideas.
- All applicants will need to show that their organisation will meet a need in the parish. The Parish Council will monitor how grants are spent.
- Grants will not be awarded to or for any commercial venture or for private gain.

## Application Timescale

- The deadline for receipt of applications is **30th November** each year.
- Applications will normally be considered by the Council at the December meeting.
- Applicants will be advised by the 31st December whether their application has been successful.
- All grants will be paid by the end of March of the following year.

## **Conditions of Funding**

1. All applications must clearly demonstrate how a grant or subsidy will be of benefit to the local community within the Parish.
2. For requests in excess of £200 applicants may be required to submit audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years. Any newly formed organisation may be required to submit current bank statements and a detailed budget and business plan.
3. An organisation is required to have a bank account with two representatives required to sign each cheque.
4. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application is required each year.
5. Each application will be discussed on its own merits. To ensure as fair a distribution as possible, the Parish Council will take into consideration the amount and frequency of previous awards contributions made.
6. The Parish Council does not award monies for retrospective works.
7. Any grant issued must be used for the specific project as stated and for which the grant was awarded, unless the written approval has been obtained in advance, from the Parish Council.
8. The Parish Council reserves the right to withdraw any funds awarded should an organisation/individual fail to comply with the award conditions.
9. The Parish Council reserves the right to request any such information that it deems appropriate in consideration to any award given, and may request receipts, photographs and site visits by councillors to view ongoing /completed work.
10. The Parish Council reserves the right to request feedback or receipts to demonstrate how monies are spent and to inspect the outcome of such expenditure.
11. The Parish Council reserves the right to request any award monies, which remain unused for the stated project/event in the following 12 months from the date of the award by cheque, to be returned to the Parish Council.
12. On making an application to the Parish Council for any award all applicants must agree to be bound by the Parish Council Grant Conditions and Guidelines.
13. Subject to sufficient information being made available, the Parish Council will discuss grant applications at their December meeting and the applicant will be advised of their decision by 31 December. All grants will be paid by the end of the financial year (March).
14. The decision of the Parish Council is final.

## **Criteria under which the application will be considered**

1. How well the grant meets the needs of the community and what benefits will be provided to the community.
2. How much and if the Parish Council has previously awarded grant funding.
3. If for a specific project, whether the sum requested is appropriate and realistic.
4. What other contributions are being sought elsewhere.

# Stisted Parish Council

## GRANT APPLICATION FORM

Please read the policy and guidelines before completing this form. Please use black ink and block capitals, continue on a blank sheet if necessary, and ensure the name of your organisation is included on any additional sheets.

### Your Organisation

Name of Organisation: .....

Address:.....

.....

.....Post Code: .....

*[NB: Any payment made will be by cheque and in the name of the organisation detailed above so please ensure this matches your bank account name]*

Description of your organisation's activities. Please list your aims and objectives.

.....

.....

.....

.....

.....

.....

.....

.....

How long has the organisation been in existence? .....

### Contact Details

Name of contact: .....

Position: .....

Address for correspondence (if different from above):

.....

.....

.....Post Code: .....

Tel:.....(daytime) .....(mobile)

Email: .....

**The Application**

a) Brief description of project or scheme for which grant is intended

.....  
 .....  
 .....

b) Who will benefit from the proposed project or scheme and how many of these are Stisted residents?

.....  
 .....

c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
<b>TOTAL</b>	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

.....  
 .....  
 .....

**Previous Applications**

Has your organisation previously applied for a grant from Stisted Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

.....  
 .....  
 .....

**Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

If the request is in excess of £200 applicants may be asked to provide audited accounts or accounts that have been independently examined by a suitably qualified person for the last two financial years?

If the request is on behalf of a newly formed organisation you may be required to submit current bank statements and a detailed budget and business plan.

If the request is for “start-up” funding the application must be accompanied by a detailed business plan that shows whether other funding will be available and predictions for the next two years.

**If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.**

**Signed:** .....

**Date:** .....

**Position:** .....

All completed applications and any queries, should be addressed to the Parish Clerk, Mrs Melanie Whiteside at Stisted Parish Council, 19 Elm Walk, Rayne, Braintree, Essex CM77 6ES or by email on [stistedparishcouncil@yahoo.co.uk](mailto:stistedparishcouncil@yahoo.co.uk)

**DEADLINE FOR RECEIPT OF APPLICATIONS: 30<sup>th</sup> NOVEMBER**

Applications will be considered by the Parish Council at the December meeting with applicants being advised of the outcome by 31<sup>st</sup> December. Grant payments will be made by the end of March the following year and sent to the named contact above.

FOR OFFICE USE ONLY			
Date received:			
Meeting date:		Grant awarded:	
Minute number		Amount:	