

EVERDON PARISH COUNCIL

GRANT AWARDING POLICY

Policy Statement

A grant or subsidy is any payment made by Everdon Parish Council (hereinafter referred to as EPC) to be used by community group/s for a specific purpose in the furtherance of the wellbeing of the inhabitants of the parish of Everdon. Community groups should note that EPC only gives grants to people who live in Everdon.

Terms & Conditions for Grant Funding Applications: General criteria – these apply to all applications:

1. Each application to be considered on its merit; the grant amount will be at the discretion of the Parish Council but may only be a percentage of the amount requested.
2. The Parish Council has the discretion to make a maximum grant of £500 on any project.
3. The purpose for which the grant is made must be in the interest of Everdon Parish or any part of it or all or some of the inhabitants of the Parish, as defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
4. Groups within the Parish Council's area may apply; those outside the Parish who can demonstrate direct benefit to Everdon Parish, will be eligible to apply for consideration by the Committee.
5. Organisations and groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
6. The Parish Council will endeavour to treat similar projects equitably.
7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
8. No grant to be payable to or for any commercial venture for private gain.
9. Retrospective applications will not normally be funded where the expenditure or project has been carried out or the event has taken place.
10. The Parish Council cannot give financial assistance to individuals under these Grant Funding criteria
11. Applications must be made no later than October, for the following year, so that it may be included in the budget.
12. The Council's decision is final.

Applications for support for a Commemorative Event or Festival

1. The application must relate to a community event, a festival or special event in commemoration and be held within the Parish. Preferably, the application should be for support for specific identifiable elements of the event or festival, rather than towards general running costs.
2. Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant was spent.
3. All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.

Applications for support for Capital Expenditure or Project

The application must relate to some specific item of capital expenditure or project and not to any regular item or maintenance or other revenue item, such as utility or staffing costs.

Conditions

1. All grants will be conditional upon submission of accounts and/or supporting documentation, detailing costs of capital expenditure, project or events for which funding is being sought.
2. Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.
3. All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
4. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
5. Recognition of the grant from Parish Council must be made in any publicity.

How will the application be assessed?

How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.

1. How effectively the group will use the grant.
2. Whether the costs are appropriate and realistic.
3. What level of contribution has been, or will be, raised by the applicant.
4. Whether the organisation or group could reasonably have been expected to obtain funding from another, perhaps more appropriate, source.
5. How the organisation or group is managed - as indicated in their Constitution

How to Apply

All applications must be made on the attached Parish Council Grant Application Form and returned to the Clerk at the address on the application form.

EVERDON PARISH COUNCIL: GRANT APPLICATION FORM

Except for the annual grant to the St. Mary's for maintenance of the churchyard, all applicants should submit this form to Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached.

Name of group/organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address	
Brief description of group and its aims	
Brief description of project for which you are making this application	
If this application is for a grant of money,	

state how much.	
If this application is for the donation of goods purchased by the Parish Council, please describe. Please provide supporting quotations	
What is the total cost of this project? Please provide details of how this figure is made up	
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Number of members in the Group	
Number of members resident in the parish	
Total spent by the group in the last twelve months	
Total received by the group in the last twelve months	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations	

Completed application forms should be sent to:

Erica Fothergill
Parish Clerk, Everdon Parish Council
7 Exeter Close
Stefen Hill
Daventry
NN11 4SY

Telephone 01327 310864
clerk@everdeonpc.co.uk

website www.everdonpc.co.uk

Date Reviewed	15 October 2018
Date of next Review	12 October 2020