Grant Awarding Policy

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Signed Chairman: .................................................
Date: ........................................

Adopted by the Council: ..........................................................

Reviewed by the Council: ......................................................
OSGOODBY PARISH COUNCIL
GRANTS POLICY

This Grants Policy offers grants to community groups within the Parish. For accountability the application process ensures access, openness and fairness to all groups and organisations which may ask for support. The aim is to ensure support for local organisations. This small grant award is open to established voluntary or community groups and to assist new or informal groups of residents who intend to become formally constituted.

WHO IS ELIGIBLE TO APPLY?

Established organisations must:

- Be established for charitable, social, cultural, recreational or philanthropic purposes
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures.
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement. Accounts are to be checked and signed by a person independent of the Group. The independent person must not be a close relative, business partner or employee.
- Have a Bank Account operated by a minimum of at least two joint signatories.

WHAT CAN BE FUNDED?

- The project should be something that makes the local community a better place in which to live, work or visit.
- Any project must benefit local residents.
- For hosting of special events or celebrations
- There must be clear evidence that local people support the project and are involved in carrying it out.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses; rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Applications do not have to be from Groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds community value.
- Only one grant award will be made from this fund to an organisation in any financial year, unless there are exceptional circumstances
- Donations to registered charities in response to general fundraising appeal may be considered if there is a benefit to residents of the Parish
THE FOLLOWING IS NOT ELIGIBLE:
• Support for individuals or private business projects.
• Projects that are the prime statutory responsibility of other government bodies.
• Projects that improve or benefit privately owned land or property.
• Projects that have already been completed.

HOW WILL DECISIONS BE MADE?
Unfortunately, we may not be able to fund all projects. However, all applications will be considered carefully. They will be assessed based on the following criteria:
• General eligibility
• Community Support
• Value for Money
• Community Involvement
• Impact on key local need

SUBMITTING APPLICATION
• Applications must be submitted on the Council’s application form.
• For new groups, a simple business plan must be submitted in place of accounts, together with a simple projection of income/expenditure.
• The application must include evidence of self-help – i.e. other funding sources or - fundraising activities.

AFTER RECEIPT OF GRANT
• Any grant not spent within 6 months must be returned.
• Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
• The Town Council must be included in any publicity material.
• Financial support can only be used for the purpose for which the grant is given and grants must be used for the purpose as stated on the application form.
• The Town Council reserves the right to request evidence of fund spending (i.e. receipts).

Osgodby Parish Council reserves the right to vary the application of this Policy in circumstances where significant economic benefit to the parish is clearly demonstrated.