

Longden Parish Council Community Grants Policy, for review – Appendix E

Longden Parish Council recognises the importance of supporting groups, organisations and charities that benefit the local community, and that making grants is a valuable method of support. A budget is set each financial year for this purpose.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any grant offered lies with Longden Parish Council.

The Parish Council will look more favourably to requests which have evidence of match funding.

The maximum amount of money that will be awarded in any one year is **£500**

The maximum award for any application is **£250**.

1. Who can apply?

Local voluntary organisations, community groups and sports/recreational clubs. All must:

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The paramount concern of the Council is that any grant application must be seen to be of benefit to residents of the Parish.

2. How can the grants be used and how are they decided?

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application and grant.

The Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether the organisation could reasonably have been expected to obtain sufficient funding from a more appropriate source.
- How the organisation is managed.

3. How and when should an application be made?

All applications should be made in writing to the Parish Clerk and can be submitted at any time. Applicants will be notified of the:

- date of the Council meeting the application will be considered at.
- Council's decision within two weeks of that meeting.

4. What is required?

- A copy of the organisation's constitution set of rules or statement of aims and objectives if it is the first application the organisation has made to the Council.
- Copies of your most recent audited or independently examined accounts. More recently formed groups should provide best supporting documents they can and explain if accounts are not available. Documents could include bank statements, management accounts, business plan / budget.
- Supporting evidence of the cost of the project. Evidence could include estimates (more than one) or receipted invoice.
- Name and address of the Chairperson of your organisation.

5. What will not be funded?

- Organisations that are not locally based
- Organisations or activities which do not substantially benefit the residents of the Parish
- Organisations or activities which are primarily commercial in nature
- Organisations which have a closed or restricted membership
- Organisations that are the responsibility of another public body/agency. However, some form of matched/joint funding may be considered
- Religious or political activities unless unrestricted community benefit can be demonstrated
- Loan repayments
- Retrospective applications where the activity or project has already been carried out
- Applications from single individuals

6. What are the conditions of a grant?

- The grant can only be used for the purposes stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. If the organisation requires a change of the purpose of the grant, the Council's prior approval must be obtained.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Recognition of the grant from Longden Parish Council must be made in any publicity.
- Within three months of the grant being awarded the organisation is required to submit a report detailing how the grant was used and the impact it has made.

• Organisations can normally only make one application per year, though exceptions can be made.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

Policy adopted: 5th June 2024

Date of next review: July 2027

Application Form:

Name of the organisation.....

Address of the organisation

Name of Chairperson

Name, address and contact details for the person completing this application

.....

Email Tel

Type of organisation?

Registered Charity (please provide reference number)

Limited Company (please provide company number)

Unregistered/informal organisation (please indicate total number of active members and how many members live within Longden Parish)

.....

Does your organisation employ any staff and if so, how many?

.....

Aims of the organisation

Briefly describe the aims of your organisation, the needs you seek to meet and the people you work with

Area of activity

Longden Parish only

Longden and other areas (please specify)

Details of your Project

Please explain why you need a grant, who will benefit from it and how. (Continue on a separate sheet if necessary)

What is the total budget for your project? Please give a breakdown of costs and any other funding sources you have applied for or received.

What percentage of the overall budget are you requesting from the Parish Council?

Have you received a grant from the parish council in the past? If so, please give details.

Signature **Name**

Date

In signing this form you are confirming that you are authorised to apply for a grant on behalf of the organisation named above and to the best of your knowledge the information provided is correct.

Documents to be submitted with your application:

A copy of your constitution or document of rules, if you have them

Your most recent annual statement of accounts

Your bank account details & sort code

Please submit your application to Clerk@longdenparishcouncil.gov.uk allowing at least **10 days** before the meeting at which you would like it to be considered. (Meetings are held on the first Wednesday of each month except August).