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Council Offices
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Churchdown Parish Council Grant Policy

Churchdown Parish Council is funded by the residents of Churchdown and therefore has only limited funds available to assist community organisations located and working in Churchdown for the benefit of the community.

Subject to funding being available, Churchdown Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Churchdown residents.

The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, the Council.

In order for this Council to be able to assess applications fairly it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

1. Objectives

THIS POLICY APPLIES TO GRANT APPLICATIONS FOR £250 AND OVER

For grant applications **up to £250**, applicants must use the form provided together with a written statement as to the annual income figure for the organisation so as to satisfy Members of the appropriate Committee of that organisations' propriety.

To support **organisations** in Churchdown, by way of grants, which in the Council's opinion operate for the benefit for some or all the parish or residents and for which there is no other statutory support.

2. Beneficiaries

Any voluntary, charitable, non – profit making organisation meeting the criteria.

3. General

- 3.1 The council will set its grant budget during the autumn prior to the financial year in which it will be spent.
- 3.2 Grants may be made under a range of the powers held by the council, including Section 137 of the Local Government Act (1972) – this provides that the money must be spent on purposes for the direct benefit of the Parish and be commensurate with expenditure incurred – such grants will be recorded separately for audit purposes and are limited by the budget fixed above.
- 3.3 Section 137 can only be used when there is no other existing power of expenditure and when members consider that the expenditure would be of benefit to all or part of the parish, commensurate with the level of expenditure incurred.
- 3.4. The maximum grant application is **£2500**
- 3.5 Applications for grants shall be considered by the Finance and Administration Committee at a date to be determined by Committee. Grant applications in excess of £2500 may be determined by Full Council in '**exceptional circumstances**' – such circumstances to be considered by Full Council, on a case by case basis and on its own merits.
- 3.6 The Council **reserves the right to refuse** applications in the following circumstances:
 - the application fails to meet the objectives and/ or satisfy any of the prescribed criteria
 - includes upward payment of any award or part thereof to a HQ or parent company
 - is deemed by the Parish Council to be inappropriate and/or discriminatory

4. Policy

- 4.1 All grant applications will be considered on their own merit and any award made is purely at the discretion of the Parish Council.
- 4.2 Each application will be assessed on the **following eligibility criteria**

Adopted by Full Council on

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Chairman-----

- Does it meet the objective - the organisation **must demonstrate a clear and genuine need** for financial support by providing a description of the project for which a contribution is needed.
- Does it have public appeal or particular appeal to local residents and increases or encourages community engagement
- Free access and accessible by all sections of the community.
- Assist local projects.
- The benefit remains in the community
- Adds to or improves existing facilities.
- Not to given for wages/ salaries
- Applications must be specific identifying the individual project and not just as a general income stream

4.2 Financial Criteria - All grant applications [save for those under £250] must

- be made on the prescribed grant application form and **submitted with**
- a well justified statement in support of the application
- a full set of accounts, including a balance sheet, and a statement including the business philosophy and core values of the organisation.
- a statement of efforts to generate income from other sources
- evidence of the organisations own bank account with at least two signatories

4.3 Only one application can be made in each financial year and cannot be made retrospectively.

4.4 Failure to provide the financial information specified on the application form or under point 4.2 of this policy may mean that the application will not be considered.

4.5 Applications will be dealt with in the order of the date they are received by the Clerk to the Council. Applications must be received by no later than 31st October

4.6 An undertaking to provide a report to the Parish Council, within 12 months of the date of the application on how the money was spent and how the Parish Council is to be recognised for its contribution, must be provided.