

# Stapeley & District Parish Council

## 2018-2019 Policy for the awarding of small grants

Set out below are the aims and conditions of grant-aid to local organisations by the Parish Council

<p><b>Who can apply?</b></p>	<p>Voluntary and community groups and organisations within the Stapeley &amp; District Parish Council area.</p>
<p><b>What can it be used for?</b></p>	<ul style="list-style-type: none"> <li>• To enable local people to participate in voluntary groups and activities</li> <li>• To help the parish council area's voluntary and community groups to improve their impact on the community</li> <li>• To ensure the provision of services needed by the residents of the area via the voluntary sector</li> <li>• To support organisations which meet the needs of people experiencing social and economic difficulties</li> <li>• To ensure that there is equality of access and opportunity for all area residents to the services it provides and funds</li> <li>• To improve or enhance the local environment</li> </ul>
<p><b>What/who is excluded from the grant scheme?</b></p>	<ul style="list-style-type: none"> <li>• Organisations which do not provide a service to the community in the parish council area</li> <li>• General national appeals or charities</li> <li>• Statutory organisations</li> <li>• Political groups or activities promoting political beliefs</li> <li>• Religious groups or the promotion of religious beliefs</li> <li>• Arts and sports projects with no community or charitable element</li> <li>• Retrospective applications</li> </ul>
<p><b>How often can the same organisation apply for grant?</b></p>	<ul style="list-style-type: none"> <li>• Not more than once for the same project or activity in the same financial year.</li> </ul>
<p><b>General principles</b></p>	<ul style="list-style-type: none"> <li>• Assistance will be given on the basis of need, merit, contribution to the local community and availability of funds</li> <li>• Applicants must clearly show how any assistance given will benefit the people living in the parish council area or will benefit the environment of the area</li> <li>• There can be no presumption that funding will continue on a year-to-year basis</li> <li>• Grant funding is entirely at the discretion of the Council</li> </ul>

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<b>General points</b>	<ul style="list-style-type: none"><li>• Upon completion of the project the Council requires a written statement with photographs, if appropriate, of how the grant was used</li><li>• Applications demonstrating support from other organisations will be more likely to succeed</li><li>• Where applicable, the Council should be given credit for supporting the project</li><li>• Payments can only be made to organisations or partnerships; not to individuals</li><li>• Written estimates of the proposed expenditure, together with the name(s) of the supplier should be provided if possible.</li><li>• The Council reserves the right to inspect the organisation's accounts and may require supplementary information to support the application</li><li>• Unspent monies must be returned to the Council either upon completion of the project (or that part of the project for which funding was granted) or by a date specified in writing by the Council.</li><li>• The Parish Council has the right to request a return of funds, either in whole or in part, where it appears to the Parish Council that insufficient progress has been made on the project.</li><li>• Applicants accepting grants are deemed to have accepted the terms of this policy</li></ul>
<b>Process</b>	<ul style="list-style-type: none"><li>• All applications must be made on the Grant Application Form</li><li>• All applications will be considered by the full Council or its Finance and Grants Committee</li><li>• Applicants will be advised in writing of the date upon which the Council or Finance and Grants Committee will consider the application and will be advised within 5 days of the meeting of the success or otherwise of the application, or as soon after as practicable.</li><li>• Grants will be paid in the form of a cheque payable to the organisation or to its bank account</li></ul>

Adopted by the Parish Council 3 May 2012

## Stapeley and District Parish Council

### Small Grants Application Form

<b>Project title: Funding Shortfall Top-up</b>		
<b>Organisation's Name: Broad Lane Coffee Club</b>		
<b>Contact's Name: Mike Docker</b>		
Address: 10 Broad Lane, Stapeley, Nantwich, CW5 7QL		
Phone 01270 619855	Mobile 07714 210987	e-mail mike.docker@btinternet.com

<b>Estimated total cost of project:</b>			
<b>Description</b>	<b>Materials</b>	<b>Labour</b>	<b>Total</b>
Room Hire Insurance Consumables		Nil	£250
Sub-total			
VAT (if applicable)			
<b>TOTAL</b>			<b>£250</b>

Details of contributions from other organisations?		<b>£250</b>
Nantwich Town Council (requested but not yet granted)		
Total amount of grant applied for		<b>£500</b>
Name of payee:	Broad Lane Coffee Club	
Address of payee:	34 Broad Lane Stapeley Nantwich CW5 7QL	

<p><b>Project Description:</b></p> <p><i>Please set out as clearly as possible your project's aims and how the grant you have applied for will benefit residents of the parish council area – continue on a separate sheet if necessary.</i></p>
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The Club has been running since 2013, to provide a meeting and socialising point for local residents of both Nantwich and Stapeley who might otherwise suffer from a lack of contact and interaction with others.

The Club which is entirely run by volunteers and has no direct affiliation to the Methodist Church, offers free transport to and from the Club for those who require it, as well as occasional guest speakers and visits to places of interest. Our regular expenses are for room hire and liability insurance, together with other incidental and occasional costs and all our volunteers have the necessary safeguarding certification. We do make a small but realistic charge to each member per visit, to cover the cost of consumables, such as tea, coffee and biscuits.

Until last October, we received some funding as part of the Audlem and District Community (ADAC) grant from Cheshire East Council. However, this was unexpectedly terminated and is, we understand, to be replaced by a grant from the New Homes Bonus scheme, for which a bid which includes our Club, has been submitted.

Assuming this grant request is successful, funding will not commence, as we understand the scheme, until March 2019, which leaves a funding shortfall gap of 6 months, from last October.

Consequently, I am writing to request that the Parish Council grants a small funding payment to cover this 6-month period. As the Club's catchment straddles both Nantwich and Stapeley, I am also writing to Nantwich Town Council with a similar request.

Our annual funding is £1,000, so my request is for a grant of £250, to cover half of our 6-month shortfall, from each local council.

I, and the whole Club, would be extremely grateful if you could agree this request for £250.

Signed on behalf of the applying organisation:	<i>M J Docker</i>
Dated: 10 December, 2018	Position: Club Secretary

***When you have read the attached policy and completed the Application Form please return it by e-mail to Carol Jones, Clerk to the Council –***

***E-mail: [carol.jones@stapeleyparishcouncil.gov.uk](mailto:carol.jones@stapeleyparishcouncil.gov.uk)***

***If you would prefer to post the form, please contact the Clerk for postal details (01270 812065).***