

# Stapeley & District Parish Council

## 2012-2013 Policy for the Awarding of Small Grants

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

<b>Who can apply?</b>	Voluntary and community groups and organisations within the Stapeley and District Parish Council area.
<b>What can it be used for?</b>	<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>
<b>What/who is excluded from the grant scheme?</b>	<ul style="list-style-type: none"> <li>• Organisations that 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>
<b>How often can the same organisation apply for grant?</b>	<ul style="list-style-type: none"> <li>• Not more than once for the same project or activity in the same financial year</li> </ul>
<b>General principles</b>	<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>
<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> </ul>

<p><b>General points contd....</b></p>	<ul style="list-style-type: none"> <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, whichever is the sooner.</li> <li>• Applicants accepting grants are deemed also to have accepted the terms of this policy</li> </ul>
<p><b>Process</b></p>	<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 an appropriate Committee/Sub-Committee which may be established for the purpose by the Parish Council.</li> <li>• Applicants will be advised in writing of the date upon which the Council will consider the application and will be advised within a week of the meeting of the success or otherwise of the application</li> <li>• Grants will be paid in the form of a cheque payable to the organisation's bank account</li> </ul>

Adopted by the Parish Council at its meeting on ..... 2012