

Stapeley & District Parish Council

2012-2013 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>Who can apply?</p>	<p>Voluntary and community groups and organisations within the Stapeley & District Parish Council area.</p>
<p>What can it be used for?</p>	<ul style="list-style-type: none"> • To enable local people to participate in voluntary groups and activities • To help the parish council area's voluntary and community groups to improve their impact on the community • To ensure the provision of services needed by the residents of the area via the voluntary sector • To support organisations which meet the needs of people experiencing social and economic difficulties • To ensure that there is equality of access and opportunity for all area residents to the services it provides and funds • To improve or enhance the local environment
<p>What/who is excluded from the grant scheme?</p>	<ul style="list-style-type: none"> • Organisations that do not provide a service to the community in the parish council area • General national appeals or charities • Statutory organisations • Political groups or activities promoting political beliefs • Religious groups or the promotion of religious beliefs • Arts & sports projects with no community or charitable element • Retrospective applications
<p>How often can the same organisation apply for grant?</p>	<ul style="list-style-type: none"> • Not more than once for the same project or activity in the same financial year
<p>General principles</p>	<ul style="list-style-type: none"> • Assistance will be given on the basis of need, merit, contribution to the local community and availability of funds • 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 • There can be no presumption that funding will continue on a year-to-year basis • Grant funding is entirely at the discretion of the Council

**Stapeley & District Parish Council
Grants Policy and Application Form**

General points	<ul style="list-style-type: none">• Upon completion of the project the Council requires a written statement with photographs, if appropriate, of how the grant was used• Applications demonstrating support from other organisations will be more likely to succeed• Where applicable the Council should be given credit for supporting the project• Payments can only be made to organisations or partnerships not to individuals• The Council reserves the right to see the organisation's accounts and may require supplementary information to support the application• 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.• Applicants accepting grants are deemed also to have accepted the terms of this policy
Process	<ul style="list-style-type: none">• All applications must be made on the Grant Application Form• All applications will be considered by the full Council or its Grants Committee• Applicants will be advised in writing of the date upon which the Council or Grants Committee will consider the application and will be advised within 5 days of the meeting of the success or otherwise of the application• Grants will be paid in the form of a cheque payable to the organisation's bank account

Adopted by the Parish Council at its meeting on 3 May 2012

Stapeley and District Parish Council

Small Grants Application Form

Project title:		
Organisation's Name: Stapeley Parish Action Group		
Contact's Name: Rob Morton		
Address: 37 Clonners Field, Stapeley CW5 7GU		
Telephone	Mobile	e-mail: morton-rob@hotmail.com

Estimated total cost of project:			
Description	Materials	Labour	Total
Printing of 1200 copies of the refreshed Parish Plan			
Sub-total			
VAT (if applicable)			
TOTAL			£845.00

Details of contributions from other organisations?			
None			£
Total amount of grant applied for:			£845.00
Bank Name & Address:	Name of Account	Bank sort code	Account number

Project Description:

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.

As above. The Parish Plan was refreshed, following a consultation exercise with local residents. SPAG does not have an independent source of income and Cheshire Community Action no longer funds Parish Plan activities. Although it is understood there might be legacy funding held by CCA, no application has been made for assistance.

Signed on behalf of the applying organisation:	Noel Wagstaff
Dated: 28 August 2012	Position: Member of SPAG

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

E-mail: carol.jones44@btinternet.com