

## GRANT AWARDING POLICY

Sherfield Park Parish Council sets aside a budget each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards for financial assistance.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be commensurate to the benefit to the Parish, or its inhabitants, by improving services and facilities for residents of the Parish and promote the community. The Parish council will consider each application on its individual merits and eligibility. Only one application per year will be accepted from any organisation and a grant awarded is not an indication that funding will be continued in future years and organisations should not therefore presume that funding will continue. The Grant Policy will be reviewed annually.

The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Sherfield Park Parish.

All organisations applying for financial assistance must have an accounting system and dedicated bank account and be providing a service and benefit to the community, with evidence that the organisation is located in or provides services to the parish of Sherfield Park. The Parish Council requires proof of financial sustainability and viability of the organisation, with details on the funds held by the organisation, the project budget and how, where and when the grant will be spent.

Other factors that the Parish Council will take into account when considering a grant application include;

- Whether the Parish Council has the power to make this grant
- Whether the applicant has demonstrated some degree of fundraising on a “self-help” basis and the financial need of the organisation
- Level of benefit or value that the donation will make to the parish
- Whether the group has received a donation in the past.
- Whether the applicant has applied to other bodies for funding for the same project.

All grant applications will be assessed for eligibility in accordance with the requirements of this policy by the Clerk. It will then be presented to the next available Finance Committee for consideration, who will then make a recommendation to Full Council, who will make the final decision. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Successful applicants will receive payment following its approval at the Full Council meeting. Grants will be paid by cheque, made out to the named organisation. Grants will not be made retrospectively and cannot be made to individuals.

Grants and donations must be spent within one year of award. Any unspent monies left after this time must be returned.

Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements.

Should for any reason the organisation disband or the project not be completed the Council may ask for all or part of the monies to be repaid.

Note:

Once submitted this application and supporting financial documents will be circulated to the Council and considered a public document. Should you require that any information contained in either the application or the supporting documents to remain confidential, please attach a note to explain which items must remain confidential, and why.

## **PROCEDURE**

1	Grant requests must be supported by a completed Sherfield Park Parish Council Grant Application Form.
2	Completed application forms and the supporting documentation should be emailed to the Parish Clerk at the email address below.
3	The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4	If successful, the grant is made in a single payment.
5	After the grant has been awarded, the Parish Council requires feedback in the form of a statement of how the money was used.
6	Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Assembly each year.

If you require any further information, please contact the Clerk on [clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)

## SHERFIELD PARK PARISH COUNCIL GRANT APPLICATION FORM

Please read the Parish Council's policy and procedures for awarding grants before completing this form. Please use a continuation sheet where necessary. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to Sherfield Park Parish.

1	Name of organisation making the application:	
2	A short description of organisation (principle aims and objectives) and when was it formed:	
3	Name, address & status of contact/position in organisation:	
4	Telephone number Email address of contact:	
5	Is the organisation a Registered Charity? If yes, please provide the Registered Charity number:	No / Yes
6	Amount of grant requested:	£
7	Details of what the grant is for, how it will be used:	
8	Who will benefit from the project?	
9	Approximately how many residents of Sherfield Park will benefit from this grant?	
10	If the total cost of the project is more than the grant, how will the rest be financed?	
11	Have you applied to any other body for a grant for the same project? If yes, please give details?	

The Parish Council requires proof of the funds held by the organisation. A financial statement, annual accounts, the budget or similar needs to accompany this application. Attached: Yes/No

Please use a separate sheet of paper to submit any other information which you feel will support this application. Attached: Yes/No

On behalf of the Organisation named above, I declare to the best of my knowledge, that the information given on this form is true and correct.

Signed.....Date.....

Sherfield Park Parish Council use only:

Dates:- Application received: ..... Finance Committee: ..... Full Council: .....

Grant awarded: Yes/No                      If yes, amount awarded: .....

Date paid: .....                              Cheque number: .....