

# OSGODBY PARISH COUNCIL GRANTS POLICY

Adopted: September 2024

Review Date: September 2025

This Grants Policy offers grants to community groups within the Parish. For accountability the application process ensures access, openness and fairness to all groups and organisations which may ask for support. The aim is to ensure support for local organisations. This small grant award is open to established voluntary or community groups and to assist new or informal groups of residents who intend to become formally constituted.

## WHO IS ELIGIBLE TO APPLY?

### ***Established organisations must:***

- Be established for charitable, social, cultural, recreational or philanthropic purposes
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures.
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement. Accounts are to be checked and signed by a person independent of the Group. The independent person must not be a close relative, business partner or employee.
- Have a Bank Account operated by a minimum of at least two joint signatories.

## WHAT CAN BE FUNDED?

- The project should be something that makes the local community a better place in which to live, work or visit.
- Any project must benefit local residents.
- For hosting of special events or celebrations
- There must be clear evidence that local people support the project and are involved in carrying it out.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses; rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Grant funding will be limited to £100, unless otherwise determined by the Parish Council.
- Applications do not have to be from Groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds community value.
- Only one grant award will be made from this fund to an organisation in any financial year, unless there are exceptional circumstances

- Donations to registered charities in response to general fundraising appeal may be considered if there is a benefit to residents of the Parish.

#### **THE FOLLOWING IS NOT ELIGIBLE:**

- Support for individuals or private business projects.
- Projects that are the prime statutory responsibility of other government bodies.
- Projects that improve or benefit privately owned land or property.
- Projects that have **already been completed**.

#### **HOW WILL DECISIONS BE MADE?**

Unfortunately, we may not be able to fund all projects. However, all applications will be considered carefully. They will be assessed based on the following criteria:

- General eligibility
- Community Support
- Value for Money
- Community Involvement
- Impact on key local need

#### **SUBMITTING APPLICATION**

- Applications must be submitted on the Council's application form.
- For new groups, a simple business plan must be submitted in place of accounts, together with a simple projection of income/expenditure.
- The application must include evidence of self-help – i.e. other funding sources or - fundraising activities.

#### **AFTER RECEIPT OF GRANT**

- Any grant not spent within 6 months must be returned.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- The Parish Council must be included in any publicity material.
- Financial support can only be used for the purpose for which the grant is given and grants must be used for the purpose as stated on the application form.
- The Town Council reserves the right to request evidence of fund spending (i.e. receipts).

***Osgodby Parish Council reserves the right to vary the application of this Policy in circumstances where significant economic or social/community benefit to the parish is clearly demonstrated.***

## Grant Application Form - OSGODBY PARISH COUNCIL

Please read the council's policies and procedures for awarding grants before completing this form. *You may use a continuation sheet for your application if necessary.*

Name of organisation making the application:	
Name and status of applicant: (i.e Chairman, Treasurer, Secretary)	Address for applicant:
E-mail Address:	Daytime telephone no:
Payee for Grant Cheque:	Amount of grant applied for:
Details of the organisation and its activities:	Is the Organisation a Registered Charity? If yes, please provide registration no:
Purpose of Grant (please continue on separate sheet if necessary)	

Total estimated cost of project:		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
Signature of authorised applicant: (eg. Chairman, President, Leader, Secretary, etc.)		

**This application must be accompanied by a copy of last year's accounts and the minutes of the last AGM**

**For parish council use only:**

Date of meeting at which application considered	
Minute no. of decision	
Power used to make grant	
Date of payment	
Cheque no.	