

Churchstanton Parish Council

Grant Awarding Policy

8th July 2020

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving recreation and/or sports.
- Improving the environment.
- Promoting the Parish of Churchstanton in a positive way.

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form (Appendix 1), available from the Parish Clerk. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose
 - full details of the project or activity
 - demonstration that the grant will be of benefit to the local community within the Parish
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding
 - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 30 November of the financial year prior to the funds being required.
5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
6. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Review July 2023 or earlier at Parish Council Discretion

Appendix 1:

CHURCHSTANTON PARISH COUNCIL

Grant Application Form

To be completed and submitted with the supporting information required
as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	
2. Name, Address and Position of Contact in Organisation	
3. Telephone Number and/or Email Address of Contact	
4. Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5. Amount of grant requested?	£
6. For what purpose or project is the grant requested?	
7. What will be the total cost? If applying for other grants/matched funds for the project, please provide details.	£
8. When will the money be spent?	
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	

If you require assistance in completing the application form or submitting the supporting information, please contact the Parish Clerk:

Mrs Julie Wardle, Robins Cottage, Upottery, Honiton, Devon, EX14 9PL

Tel: 01823 299788 Email: clerk@churchstantonpc.co.uk

SignedDate.....

Name (In capitals)