

# ROCKHAMPTON PARISH COUNCIL

## GRANTS POLICY

DOCUMENT HISTORY			
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## **Introduction**

A grant is any payment 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 Rockhampton 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, available from the Parish Council Clerk or the village website (<http://www.rockhamptonparishcouncil.co.uk/>). 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. A copy of their written constitution or details of their aims and purpose
  - b. Full details of the project or activity
  - c. Demonstration that the grant will be of benefit to the local community within the parish
  - d. The proportion or number of beneficiaries living in the electoral area
  - e. Demonstration of a clear need for the funding
  - f. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
  - g. A copy of the organisation's latest bank statement(s).
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 October of the financial year prior to the funds being required in order that budget provision can be considered.
5. Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.
6. The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
7. 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.

## Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to projects that discriminate on any grounds.
3. Grants will not be made to individuals, except awards to a school.
4. Grants will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council on request.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Attachment(s)

Grant Application form

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# ROCKHAMPTON PARISH COUNCIL

## Grant Application Form

Name of Group:	
Main Contact:	
Position in Group:	
Address:	
Telephone:	
E-mail:	

Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	

Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ..... £.....
	Funder ..... £.....
	Funder ..... £.....
	Funder ..... £.....
Please tell us the stage at which your other applications are at, i.e. just applied, awaiting outcome of application or funding confirmed.	
What contribution to these costs would you like from the parish council?	£ .....
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Charity No:..... Other <input type="checkbox"/> Please give details below .....

Supporting information checklist

Please ensure that the following documents are submitted with your application

	Tick to confirm enclosure
Group constitution or set of rules	
Full details of 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	
A copy of the organisation's latest bank statement	

Please return to:

James Carpenter

Whitegates, Sundayhill Lane, Falfield, Wotton under Edge, Glos. GL12 8DQ

Email: [rockhamptonpc@gmail.com](mailto:rockhamptonpc@gmail.com)