

# **CLIFFORD CHAMBERS & MILCOTE PARISH COUNCIL**

Reg. Office: Forge House, 6 School Street, Honeybourne, WR11 7PJ

Clerk: Clerkcliffordchambers@gmail.com

## **GRANTS POLICY**

### **General**

Clifford Chambers & Milcote Parish Council support a Grant Scheme to voluntary organisations and community groups that provide a service that benefits Clifford Chambers & Milcote residents.

These grants are limited and therefore can only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.

### **The Council's Commitment**

Clifford Chambers & Milcote Parish Council recognises that new community organisations often have difficulty obtaining funding from other sources and so will give special consideration to applications from such groups. There should be a recognised need for funding and not simply orchestrated to 'top up' funds already available to the organisation. The Parish Council is also committed to equal opportunities aiming to support the talents from the local community, representing society as a whole.

#### **1. Grant applications will be considered to fund:**

- (a) assistance in starting a community club
- (b) the purchase of equipment
- (c) necessary training
- (d) activities that raise the profile of the parish
- (e) a viable group or society experiencing a period of financial hardship
- (f) a special event or celebration

#### **2. Grant applications will not be considered to:**

- (a) Support individual activities
- (b) Support a general fundraising appeal

#### **3. Guidance for the Parish Council when considering grant applications:**

- (a) Grant applications will be considered at the next Parish Council after an application has been received (with a minimum of 10 days from receipt).
- (b) The applicant may be invited to address the Parish Council at that meeting
- (c) The applicant may be asked to provide some financial information on their organisation

(d) The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £500. Any special circumstances that require a larger sum must be within the overall annual grant budget

#### 4. Award Criteria

Each applicant will be assessed in terms of:

- (a) How effectively the group will use the grant (a project budget *may* be requested)
- (b) How well the grant will meet the needs of the community
- (c) Whether the costs are appropriate and realistic
- d) How much the grant contributes to the project and whether other funding has been sourced.
- (e) How the group is managed
- (f) How the grant positively benefits the residents within the parish.

#### 5. Guidance for voluntary groups or organisations seeking grant support.

- (a) Applications shall be sent to the Parish Clerk, Forge House, 6 School Street, Honeybourne, WR11 7PJ. Or, emailed to: [Clerkcliffordchambers@gmail.com](mailto:Clerkcliffordchambers@gmail.com)
- (b) Applications to the Parish Council shall be made by the groups appointed member using the application form available from the Parish Council website
- (c) Applications shall only be for qualifying activities described in section 1 above.
- (d) Applicants must have a bank account in the name of the organisation requesting the grant and should the grant application be successful, payment will be made into that specific account and not a personal bank account.
- (e) Applicants must demonstrate that they have a set of rules which govern their operation, the process for running the specified project and what happens to funds should they cease to operate.
- (f) Applicants shall enclose a copy of the statement of receipts and payments as evidence that the expenditure has been occurred for the specified project.
- (g) Where possible, a balance sheet approved at the groups most recent AGM together with copies of bank statements covering the past six months shall be provided.
- (h) Within six months of receipt of grant funding applicants shall provide to the Parish Council a report of how the funding has been spent.

#### 6. Further Information

- (a) Applications cannot be made retrospectively for projects already completed. If there is a development from an existing scheme, the reasons (along with benefits to the community) should be detailed.
- (b) It is expected that grant money will be spent during the financial year of receipt

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(c) If the organisation dissolves or the project fail to materialise, grant funds will need to be repaid.

(d) There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision-making process.

(e) The giving of grant aid in one year does not set a precedent for another year.

(f) If any match funding has been secured, the applicant should note the details when applying.

(g) Recognition of the grant from Clifford Chambers & Milcote Parish Council should be made in any publicity and acknowledged on any promotional documents.

Policy reviewed and adopted March 2022

Review date March 2023