

# **Stoke St Michael Parish Council**

## **Grant Policy**

Adopted on: - 27<sup>th</sup> February 2020

### **Grant Policy**

#### **Objective**

Stoke St Michael Parish Council wishes to support activities and causes which benefit the parish of Stoke St Michael. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

#### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Stoke St Michael. Applicants must set out how the community of Stoke St Michael will benefit for the work funded by the grant.

The following criteria must be met for a group to be considered for a grant: -

The group must be a charity, voluntary or community organisation. The group must be formally constituted and have a management committee made up of volunteers. Individuals and businesses, Political Parties or organisations affiliated thereto are not eligible for grant funding.

Applicants are requested to make formal application in the December prior to the commencement of the financial year in which the grant is to be spent, if possible, to assist in the Parish Councils financial planning.

#### **Condition**

Whilst there is no upper limit the Council as a public authority will award grants according to its budget. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Council reserves the right to verify that the expenditure incurred is entirely in accordance with the grant application and purposes. Proper evidence of estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. Grants cannot be awarded after the relevant project or event has been completed. An acknowledgement on receipt of the grant payment is required.

## **Application Process**

Applications should be made by completing the Grant Awarding Application Form.

Applicants are required to attend a Parish Council meeting prior to submission of their application in order to outline their request.

The organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly.

Written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) must be appended to the application form.

Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole grant provider, the applicant must explain the reason for this.

Applicants are usually informed of the outcome of their application within two weeks of the meeting.

Grant recipients are required to attend the next Annual Parish Meeting which is held in the month of May after the grant has been awarded to make a presentation on the achievement of the purposes of the grant.

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**Application for Grant Award from the Parish Council**

This application is to be sent to the above address for the attention of the Parish Clerk.  
Please complete after reading the Grant Policy.

1	Name of Organisation	
2	Name, Address and Status of Conduct  Email Address.	
3	Telephone number of Contact	
4	Are you a registered Charity?	
5	If Yes Charity Number please.	
6	Amount of Grant Sought.	
7	What is the purpose/object?	
8	Total cost of purpose/object.	
9	How will the residue if any be funded?	
10	Have you applied for other grants with regard to this purpose/project and if so what organisation (s) and how much?	