



# **Collingbourne Kingston**

## **Parish Council**

### **Grants Policy**

**12/07/2016-VC-GP-03**

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<p>Note:</p> <p>This is the controlled version of the Health and Safety Policy document which is intended to be viewed on the Collingbourne Kingston Parish Council website (<a href="http://www.collingbournekingston.org.uk">www.collingbournekingston.org.uk</a>).</p> <p>For further details or information concerning this document please contact the Parish Clerk on <a href="mailto:ckpc_clerk@yahoo.co.uk">ckpc_clerk@yahoo.co.uk</a>.</p>			

# Grants Policy

## 1. Introduction

The Parish Council regularly receives requests for grants from a variety of organisations and makes grants and donations which support activities and projects which are beneficial to residents of the Parish. This policy document has been designed to ensure that all applicants for grants receive equal consideration and treatment.

## 2. Grants Fund

Annually, at the full Parish Council meeting in December at which the Precept is set, the Parish Council shall also agree a maximum sum to be set aside in an Ear Marked Reserve for to fund for grants. This sum shall be derived from any projected surplus which remains from council operations during that Financial Year, and in any event the funds set aside in the EMR shall not exceed £1,500.00 in total:

1. No Grant shall exceed the sum of £500.00 per organisation in any one Financial Year.
2. Grant applications which will exceed the £500.00 cap above must be made at the full Parish Council meeting in December at which the Precept is set so that this additional expenditure can be approved and included in the Precept calculations.

## 3. Eligibility

The Council will only consider applications for grants from organisations and groups which are based within the Parish, or which can demonstrate that the grant will substantially benefit a significant number of residents of the Parish.

### **The Council cannot fund:**

- Individuals
- Religious or political groups, organisations and activities
- National organisations or charities
- Organisations not registered as charities or not considered not-for-profit and are not registered with the HMRC for tax purposes

## 4. Applications

All applications for grants shall be made in writing to the Clerk to the Council who shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council.

Applications should provide:

- Written details of the group/organisation applying together with appropriate contact information
- The purpose to which any grant will be put
- The amount of funding requested
- If the total cost of the project is not being applied for, details of other funding\*
- An explanation of how the funding will benefit a significant number of residents of the Parish. Ideally, there should be clear evidence of local need or demand for the proposed activity\*
- The group/organisation's most recent set of accounts or income and expenditure\*

\*In cases where a Parish Councillor is acting as the representative of a group/organisation applying for funding, that Councillor may provide a verbal explanation of the benefits of the funding and the financial position of the organisation. In this case, that Councillor shall not take any part in the discussion or decision on the awarding of a grant (see also note 5). Further, the Councillor's interest in the matter under consideration shall be declared and duly noted by the Clerk in the Declarations of Interest Book and any Councillor declaring such an interest shall not be permitted to cast a vote on the application.

Applicants whose application meets the criteria will be informed of the date of the meeting at which their application will be considered and will be notified of the outcome within 10 working days of that meeting. Successful applicants shall provide details of the organisation to whom payment should be made and shall acknowledge receipt of any payment in writing. The grant will be paid by cheque to the organisation.

Cheques will only be made payable to the applying body or organisation. Under no circumstances shall cheques to individuals representing organisations be approved.

## 5. Conditions

1. Where a request for a grant, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
2. The grant shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
3. The Council requires that all applicants provide written feedback explaining how the grant has benefitted their group and the residents of Collingbourne Kingston Parish no later than the anniversary of the Grant being conferred.
4. The Council reserves the right to request repayment of any grant where an applicant does not comply with these conditions.
5. No new Grant request will be considered by the council where the applicant has failed to comply with point 3. Above.
6. Retrospective applications shall not be considered.

### 6. Notes

1. All Grant applications must be decided by a full parish council meeting.
2. The Council's decision on any application is final and there is no right of appeal.
3. The Council reserves the right to decline any application without giving reasons for its decision.
4. The Council will not commit to any continuing expenditure.
5. Nothing in this Policy prevents the Council from providing a grant to a group, organisation or project without application where the Council considers that the giving of such a grant will bring benefits to residents of the Parish.

## Grants Application Form

Please complete this form and send to: **The Parish Clerk & Responsible Finance Officer**

Collingbourne Kingston Parish Council, 1 Parsonage Farm Cottages, Collingbourne Kingston, Wiltshire SN8 3SD, or via e-mail to: ckpc\_clerk@yahoo.com.

Name of Organisation	
Contact details	
Position within Organisation	
Telephone	
e-mail	
Is your organisation a registered charity? If yes, please provide charity registration no	
Project for which grant is required	
Total cost of project	
Have any grants been requested from other sources? If successful, please provide details of other grants obtained	
Amount of grant requested from Parish Council and date funds are required	
Commencement date of project and expected duration	