

APPLEDORE PARISH COUNCIL



Grants and Donations Policy and Request Form

Appledore Parish Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to Appledore, e.g., grants to a sport club, for a music festival or towards community celebrations of special events. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area.**

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Clerk. The applicant must be able to demonstrate that any funding provided by the Council will be of benefit to Appledore, or its inhabitants. The Council will not normally make grants to organisations outside of Appledore unless it can be demonstrated that there are direct benefits to Appledore. **Applications should be for 'one-off' grants which will not result in recurring expenditure to the Council.**

Other factors that the Council will take into account when considering a grant application include:

- Whether the Council has the power to make this grant.
- Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis.
- Whether the applicant has applied to other bodies for funding for the same project.

Procedure

1. Grant requests must be supported by a completed Council Grant Application Form or for uncomplicated requests a description giving as much information as possible.
2. Completed application forms and any supporting documentation should be returned to the Clerk.

3. The Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4. If successful, the grant is made in a single payment.
5. After the grant has been awarded, the Council requires feedback in the form of a statement of how the money was used, no later than two months after the grant has been awarded.

Participants will be invited to attend the Parish Assembly the following year to give details of how the grant award has been used for the benefit of residents of the Council area.

Terms and conditions

1. The amount of the award will be at the discretion of the Council.
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition, the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in **exceptional** circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in Appledore where the benefit will be for the area.
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in Appledore or where there will be obvious benefit to the area.
5. The purpose for which the grant is made must be in the interest of Appledore or any part of it or all or some of the inhabitants of the area which is defined by the boundaries of the Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Council area who can demonstrate direct benefit to the area are eligible to apply.
7. The Council will take into account any previous grant made to an organisation or group when considering a new application.
8. Grants will not be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place, unless an exception can be proven valid and agreed by the Council.
10. All grants will be conditional upon submission of audited accounts and / or supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
11. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.

13. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
14. Recognition of the grant from Council must be made in any publicity.
15. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
16. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contributions has been, or will be, raised locally.
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
6. How the organisation or group is managed, as indicated by the constitution.

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation:

Address:.....
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.....Post Code:

Description of your organisation's activities. Please list your aims and objectives.

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How long has your organisation been in existence?

B. Contact Details

Name of contact:

Position:

Address for correspondence (if different from above):

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.....Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application

a) Brief description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme and how many of these are in the Parish Council area?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application may not be considered until the information is provided. Information will remain confidential.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position,
or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application.

By submitting this application you are agreeing to the Council's Grant and Donation Policy terms and conditions and also agree to allow The Council to use the awarding of a grant to your organisation, to publicise the Council's work in the community when your project is completed.

Signed

Date

**Please return to Mary Philo, Parish Clerk, Appledore Parish Council, Island Cottage, Swan Street, Wittersham, Kent TN30 7PH.
Successful grant payments will sent to the named contact above.**

If you have any queries, please contact the Clerk on 01797 270 790 or email enquiries.apc@gmail.com.