

**FOSTON & THORNTON-LE-CLAY PARISH COUNCIL**

# **GRANT AWARDING POLICY**

**Contact Details**

**Parish Clerk – Fiona Hill**

**The Byre**

**Field House Farm**

**Thornton-le-Clay**

**York**

**YO60 7QA**

**Tel: 01904 468773**

**Email: [Fiona@thebyre.me.uk](mailto:Fiona@thebyre.me.uk)**

## **Introduction to Policy**

A grant is any payment made 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 the environment
- Promoting the Parish of Foston & Thornton-le-Clay in a positive way

The Parish Council currently include approximately £500.00 per year in the Precept to be used for grants.

## **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. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided. The application form must be completed in block capitals in black ink. The applicant should retain a copy of the application form.

3. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose,
- full details of the 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 years accounts or, for new initiatives, a detailed budget and business plan.

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 September for the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 30 November of the financial year prior to the funds being required.

5. The Council will make the decision on which grants to award. All applications will be contacted following the Council's decisions.

6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year. i

7. The size of any grant awarded is at the discretion of the Council.

8. The scheme will be published through the Parish Council notice boards and the Parish News.

**Applications will be considered for the following purposes:**

- a) For the purpose of purchasing equipment either in part or in full
- b) For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- c) For training activities, or to purchase the expertise of an outside trainer/instructor/facilitator.
- d) For activities that raise the profile of the area.
- e) For running costs of a viable group that is experiencing a period of hardship.
- f) For hosting special events or celebrations.
- g) For the provision of recreational facilities.

**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 individuals.
- 3. Grants will not be made retrospectively.
- 4. 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 funds available are inadequate for a specified project.
- 5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 6. The administration of and accounting for any grants shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- 7. Only one application for a grant will be considered from each organisation in any one financial year.

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 or 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.

**Finally:**

On completion of a project a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.

The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

For more information please contact the Parish Clerk

This policy was adopted at the Parish Council meeting on ..... 11/5/11 .....

Minute Reference .....

Chairman's Signature..... *le Walker* .....

**Foston & Thornton-le-Clay Parish Council  
Grant Application Form**

|  |  |
|--|--|
| Name of Club/Organisation                                |  |
| Address  |  |
| Name of official making application                      |  |
| Address  |  |
| Telephone number (Home)                                  |  |
| Telephone number (Work)                                  |  |
| Description of the project                               |  |
| Estimated total cost of the project                      |  |
| Why is this project important to your Club/Organisation? |  |
| Signature  |  |
| Date   |  |

## Foston & Thornton-le-Clay Parish Council Grant Application Form

### About your Club/Organisation

|  |        |
|--|--------|
| What are the objectives of your Club/Organisation?   |        |
| How many of your members are residents of the Foston & Thornton-le-Clay Parish Council area?   |        |
| Of the total number of people who benefit from your organisation, what proportion live in the Foston & Thornton-le-Clay Parish Council area? |        |
| Do you intend to attract new members when the project has been completed?  |        |
| How will this project benefit the community of which you are a part?   |        |
| What facilities are available for the disabled within your organisation?   |        |
| Does your organisation include children under 16?  | Yes/No |
| Does your organisation have a Child Protection Policy in place?  | Yes/No |

## Foston & Thornton-le-Clay Parish Council Grant Application Form

### Sources of Funds

Have you applied for a grant or loan from any other source, if yes please detail below:

Yes/No

| Organisation | Amount | Pending | Granted | If refused, please state reason for refusal |
|--------------|--------|---------|---------|---|
|              |        |         |         |   |
|              |        |         |         |   |
|              |        |         |         |   |
|              |        |         |         |   |

|   |  |
|---|--|
| What level of funding will your Club/Organisation be putting into the project?  |  |
| What will be the effect on your Project/Club/Organisation if a grant is not obtained from Foston & Thornton-le-Clay Parish Council? |  |
| What are the additional revenue/expenditure implications for your organisation on the completion of this project?                   |  |
| How will any additional costs be covered?   |  |
| Amount of funding required?   |  |

## **Foston & Thornon-le-Clay Parish Council Grant Application Form**

**You may use this page if you need additional space for your answers**

Please ensure you have:

1. Stated the amount that you wish to be donated
2. Enclosed a copy of the full accounts of the organisation
3. Enclosed a copy of your Organisation's constitution
4. Declared any other grants that have been received in connection with the same application and enclosed any applicable documents