

Grants Policy

Adopted on January 16th, 2023

Fernwood Parish Council ('the Council') is committed to encouraging, supporting, and promoting charitable, voluntary and community organisations within Fernwood for the benefit of the village, and makes an annual budget provision for grants for this purpose. This Policy ensures that the awarding of grants is open and transparent.

1. Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Council and that will contribute positively to the life of people living, working, and visiting the areas of Fernwood. The Council will only provide funding to assist organisations that are not based in the Parish of Fernwood, pro-rata for local residents using that service.
2. Grants will not be made to:
 - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy, or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e., local groups whose fundraising is sent to their central HQ for redistribution.
 - Individuals
 - Political organisations or projects.
3. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
4. The Council will only consider grant applications for more than £2000 and up to £5000 in exceptional circumstances where a significant and wide-ranging Fernwood community benefit are clearly demonstrated in the application form.
5. For applications for more than £1000, the Council will only provide up to 95% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from the applicant's own fundraising.
6. For applications for in excess of £500, evidence of a consultation with the local Fernwood community must be provided in evidence of support.
7. Applications by membership organisations must be able to demonstrate a wider community benefit.
8. The Council will only consider an application if accompanied by the required financial and organisational information:

- a) Your most recent accounts or bank statements for the last 6 months
- b) Your constitution
- c) Details of your organisation's officers/trustees/committee members.

9. The Council may ask for extra information to support your application.
10. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
11. The Council will not make grant funding on a retrospective basis.
12. Applications are reviewed by the Parish Council Clerk and reported formally to Council for a decision. Applicants are encouraged to attend the Council meeting where their grant will be considered to answer any questions which may arise.
13. The application process will be centred upon a bidding round with consideration on a quarterly basis, with submission (preferably by email) of bids by Applicants using the grant application form. The quarterly bid round cycle will be as follows:

Round number	Application deadline	Bids to be validated by	Decision by full council
1	March 5th	April 1st	Third Monday in April
2	June 5th	July 1st	Third Monday in July
3	September 5th	October 1st	Third Monday in October
4	December 5th	January 2nd	Third Monday in January

14. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Council within twelve months of the funding being transferred. **Should the evidence not be received the Council will request the return of the funds.** Where requested by the Council, grants will only be paid following receipt of appropriate invoices.
15. All applications indicate agreement to these Terms and Conditions
 - The grant applied for may not be awarded in full.
 - The grant must be spent in accordance with the application.
 - The Council may request written updates and reports on progress, including the impact the funding has had, proof of spending and photos.
 - The Council can insist on the repayment of a grant in full if these terms and conditions are breached.
 - The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
 - Any publicity to be agreed jointly in advance. Recipients should acknowledge the Council's financial support in press releases and publicity.

- Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- The Council may apply any additional conditions it deems necessary as part of the grant award.
- The project will be completed within 12 months of approval.
- Recipients must complete and submit a grant funding feedback form to the Council within twelve months of receipt of the grant.
- If an application is deferred, further information may be requested. There is no need to re-apply.
- The Council may use Community Infrastructure Levy (CIL) to fund your application should it meet CIL regulations.
- The Council will handle your data according to our [Privacy Notice](#). The personal information provided when applying for a grant will be treated in accordance with the principles used by the Council to manage our relationship with you, help us assess your grant application, or send you information you have requested. If a grant is awarded, the name of your organisation and the amount will be published on our website and subject to disclosure under the Freedom of Information Act.



APPLICATION FOR GRANT FUNDING

Thank you for your interest in applying for a grant from Fernwood Parish Council. Please read the Council's grants policy before completing this form.

If you require any advice or guidance, please contact Fernwood Parish Council by calling 01636 613024 or emailing clerk@fernwood-pc.co.uk.

Return completed forms to the email address above or post to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

1	Name/Address of organisation	
2	Contact name and position in organisation	
3	Contact telephone number and email address	
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	Yes No <i>please circle</i>
5	Aims and objectives of your organisation ; What does your organisation do and how does it benefit the residents of Fernwood?	
6	Amount of grant requested	£
7	For what purpose is the grant requested? <i>Please continue on a separate sheet if necessary.</i>	
8	What is the total cost of the project?	£
9	Give a breakdown of what the funding will be spent on	
10	Has the project that you want the funding for already happened?	

11	How will the funding benefit the community or residents of Fernwood? <i>Please continue on a separate sheet if necessary.</i>		
12	Approximately how many of those who will benefit are Fernwood parishioners?		
13	Have you consulted with Fernwood residents on whether they support your proposal?	Yes No <i>please circle</i>	
14	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	Yes No <i>please circle</i>	
15	Fernwood Parish Council may request photographs and information so we can promote this in the local media/online. Are you happy with this?	Yes No <i>please circle</i>	
16	Bank Details (For use if a grant is awarded)	Name of Account Account number Sort Code - -	
17	Supporting Documentation *Provide up to date accounts <u>or</u> bank statements for the last 6 months Please note your application cannot be considered without the supporting documentation	Required	Provided ? <i>please circle</i>
		Your most recent accounts*	Yes No
		Bank statements for the last 6 months*	Yes No
		A copy of your constitution	Yes No
		Details of your organisation's officers/trustees/committee members	Yes No
Consultation results (required for applications for in excess of £500)	Yes No		

Please use a separate sheet to submit any other information which you feel will support this application.

Declaration: I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I accept the Terms and Conditions set out in Fernwood Parish Council's Grants Policy.

Signed Date

For Office Use Only

Grant applications must be checked against the following criteria.

Check	Yes/No/?
The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working, and visiting the area of Fernwood Parish?	
Does the grant exclude ongoing running costs?	
Is the grant for non-political or non-quasi-political organisations or projects?	
Is the grant application for £1,000 or less?	
For applications in excess of £2000, has the applicant fully detailed the exceptional circumstances?	
For applications in excess of £1000, has the applicant detailed sources for at least 50% of the overall cost of a project?	
Does the application include the required financial and organisational information?	
Is this the only application in this financial year from this group or organisation?	
Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the grant reside in the area? (Grants will be pro-rata for residents of Fernwood using that service.)	
Is the application for future funding?	
Evidence of local consultation?	
Supports/mitigates the impact of the development and benefits residents in the parish?	

Assessing officer

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Date of assessment

Could CIL be used.....

Decision (delete as applicable) reject / return for further information / proceed to Council

Outcome at that meeting



GRANT FUNDING FEEDBACK FORM

Recipients of grants from Fernwood Parish Council must complete and submit a grant evaluation form to the Council within twelve months of receipt of the grant.

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1	Name of organisation	
2	Date grant approved by Fernwood Parish Council	
3	Amount of grant awarded	£
4	How has the funding benefited the organisation / local community?	
5	Date money was spent	
6	What was the total cost of the project?	£
7	If there was any grant residue, please give details of how this money was spent.	
8	Signature	
9	Position	
10	Date	