



# Kingsclere Parish Council Grants Policy

**Reviewed FE April 2023 Adopted Annual Meeting 22<sup>nd</sup> May 2023**

Kingsclere Parish Council regularly makes grants to organisations which provide a benefit to Kingsclere residents. These may be made:

- To Charities
- To Village organisations
- For Special projects of various kinds

1. In each year, the council sets a budget for the giving of grants and sets a maximum amount for grants to any one organisation, currently £250 except in very special circumstances.
2. It is expected that organisations will attempt to fund their own activities and will approach the Parish Council for a grant only to support exceptional expenditure. Grants will not generally be given for running costs.
3. Grants are not, except in the most exceptional circumstances, made to individuals, nor will they be made to businesses.
4. Any organisation making an application must be prepared to provide up to date accounts, and it would be expected that applicants would also search for other sources of finance.
5. Applicants must be prepared, if requested to do so, to attend the meeting at which the grant application will be considered.
6. Applications must demonstrate the benefit to the community.
7. Applications for grants must be made on the appropriate form and submitted with the necessary supporting documents.
8. Applications must be made in advance of any financial commitments being given to third parties.
9. The giving of a grant in one financial year should not in any way commit the council to making a grant in any subsequent year.

## **Policy Adoption History**

As adopted at the Ordinary Meeting of the Parish Council on 30<sup>th</sup> November 2015

Reviewed by FE 20<sup>th</sup> July 2020, updated and approved by OM 27<sup>th</sup> July 2020

Reviewed by FE 19<sup>th</sup> July 2021, updated and approved by OM 26<sup>th</sup> July 2021

Reviewed by FE 11<sup>th</sup> April 2022, updated and approved by OM 25<sup>th</sup> April 2022

# **Kingsclere Parish Council Grant Application Form**

Application for a Grant / Loan (delete as appropriate)

## **Grant Conditions:**

1. If you spend less than the whole Grant on your project, you must agree that you will return the unspent amount to us promptly. If the Grant part funds your project, you must agree to return the appropriate share of the unspent amount to Kingsclere Parish Council.
2. You may not transfer any part of the Grant to another organisation or individual unless this is agreed by prior arrangement and is essential to the project.

**Submission of this form signifies acceptance of these conditions**

<b>Organisation</b>	
<b>Address (inc. postcode)</b>	
<b>Contact Name</b>	
<b>Email</b>	
<b>Telephone</b>	

**Purpose of Grant / Loan** – briefly summarise the use to which it will be put

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**Community Benefit** – briefly summarise the benefit to the local community

## **Kingsclere Parish Council Grant Application Form**

### **Project costs**

Is this an application for capital funding (building works and major equipment)?	Yes / No
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**Note:** If there are future maintenance or other revenue costs, please explain how you plan to meet them.

Is this an application for revenue funding (activities and minor equipment)?	Yes / No
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What is the cost of the project?	£
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### **Funding**

How much are you seeking from the Parish Council?	£
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How much are you providing yourselves?	£
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**How much funding are you seeking from other sources? (Please give details)**

Source	Amount
	£
	£
	£

If applying for a loan, how do you propose to repay it?
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**Please attach: Your last audited accounts, a detailed budget for the project and any additional statements, a letter from a guarantor (for loans)**

**Declaration**

On behalf of	Name of Organisation:
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I certify that the above details are accurate, all the necessary enclosures are included, and that this application complies with Kingsclere Parish Council's conditions of grant.

Print Name	Signature	Date

**Bank Details**

Please provide your bank details for payment should your application be successful:

Sort code:	
Account Number:	