

## **GUIDANCE NOTES ON GRANT AID**

### **1. WHO CAN APPLY?**

Community groups, voluntary sector organisations and charities that provide a service of benefit to Bishopstoke residents. The group must be run on a non-profit making basis and have a constitution or set of rules defining its aims, objectives and procedures. Where a group works with young people, it should have a written policy dealing with child protection and safety, and have available records of the qualifications and / or experience of adults who supervise young people. The group must have a bank or building society account in the name of the group, and must be able to provide its most recent audited accounts, and bank statements covering the period from the date to which those accounts were prepared. Copies of all of these of these documents will be required in support of the Grant Aid Application Form.

### **2. FOR WHAT CAN GRANTS BE USED?**

The purchase of equipment or materials, either specific items or general equipment; funding specific one-off projects; running costs; and the development of the organisation including setting up new premises or facilities.

### **3. HOW MUCH GRANT CAN AN ORGANISATION APPLY FOR?**

There is no minimum amount but there is a maximum of £2,000 per Application.

### **4. WHAT ARE THE PROCEDURES FOR DECIDING/PAYING GRANTS?**

Grant Aid application forms are available from the Parish Clerk at the above address, and can be submitted at any time of the year. Completed applications are first considered by the next monthly meeting of the Parish Council's Finance Committee and if approved are then recommended by the Finance Committee to the next monthly meeting of the full Parish Council for ratification. Decisions may therefore take up to five weeks from receipt of the application. Applicants will be notified of the outcome as soon as is practicable after the Parish Council meeting, after which the applicant should provide their bank details. It is normally a requirement that, where specific goods or services are to be funded by Grant Aid, these are supplied to the applicant before payment of Grant Aid by the Parish Council, and evidence of this, for example a copy of the supplier's invoice, will be required before a Grant Aid cheque is issued. The Parish Council will normally expect Grant Aid money to be expended within 12 months of the award unless exceptional circumstances exist.

### **5. OTHER RELEVANT INFORMATION.**

It may seem that the Parish Council requires a great deal of information in dealing with Grant Aid applications! It is, however, a well-established principle of English Law that those who have responsibility for controlling the expenditure of public funds must be fully informed as to the relevant facts and circumstances in making decisions regarding such expenditure. Applicants should also note that the decision of the Parish Council in relation to the Grant of Aid is absolute, and no reason need be given for any decision.

## **EXPLANATORY NOTES FOR THE COMPLETION OF GRANT AID APPLICATION FORM**

1. Please enter the full and correct name of the organisation, and note that the cheque for any Grant Aid that may be approved will be made payable to this name.
2. If the organisation operates from premises with a postal address, please give this. If not, please give the address of the leader of the organisation.
3. Please provide this even if you have given an address for the organisation at question 2 – it may help us to know full details of the person taking responsibility for this Application.
4. This information will assist in considering your Application, and in communication.
5. This will be the address to which the Parish Council will write.
6. Please indicate if this number is for day or evening use – a daytime number would be appreciated for ease of communication.
7. Please advise whether the organisation is a registered charity, as this information will help in considering your Application.
8. State your objectives and criteria as clearly as possible, particularly as they relate to benefits for Bishopstoke residents.
9. Please answer this as fully and accurately as you are able, including the basis for any assumptions – the Parish Council has a statutory obligation to ensure that Grant Aid is used for the benefit of residents in the Parish.
10. Give the total amount of Grant Aid that you are seeking.
11. Please state the benefits / resources that would result from the payment of Grant Aid.
12. Break down the total sum sought so that it is clear to the Parish Council exactly to what use any Grant awarded will be put by your Organisation.
13. This should exclude the sum in Grant Aid that you are now seeking, and is important so that the Parish Council may assess what proportion of your Organisation's anticipated income any Grant of Aid might represent.
14. This should exclude any expenditure that it is intended would be covered by the Grant Aid that you are seeking, and again this is important to the Parish Council in assessing the effect of any Grant of Aid on your Organisation's overall position.
15. Please be as comprehensive as you can in answering this question, as again it is of considerable significance for the Parish Council to be able to assess this Application in relation to your overall funding plans and endeavours. As noted on the Form, it is important to highlight any other application that is for the same purpose as this Application.