



## **GRANT AWARDING GUIDELINES**

From time to time the Parish Council is able to consider grants to support projects delivered by organisations or individuals other than the Parish Council, or to meet other requests for funding. These guidelines are designed to give a broad overview of what projects and requests might attract such funding and how applications can be made.

The availability of funds for grants is dependent on the Council's overall financial position and the choices it makes when allocating resources.

### **Nature of a Grant**

A grant is an award of funds to an organisation or individuals to support voluntary and/or community activities. The organisation (or individuals) specifies (specify) the proposed activities and the Council makes a financial contribution through awarding a grant. The Council will normally impose conditions on the use of the funds, but does not directly receive any works, goods or services in return.

### **Who is eligible?**

Both organisations and individuals may be eligible.

Individual applicants will be considered on a case-by-case basis. They will need to demonstrate a benefit to the community of Speldhurst Parish, or a section of that community, from the proposed grant (i.e. that it is not just for personal benefit).

An eligible organisation will usually:

- be a "not for profit" body or recycle profits or income for the public good
- work for the benefit of the community of Speldhurst Parish, or a section of that community
- have a formal constitution or charitable status

### **How an application for a grant should be made**

Applicants should give as much notice as possible. Should the grant sought be greater than £2,000 then notification, or the notification of intent, should if possible be submitted to the Parish Council by early October so that it can be included in the Parish Council's financial planning for the following financial year (which runs from April to March).

Applicants should outline the following:

- the aim of the project
- total costs (including, where relevant, copies of the number of quotes sought and the reasons for selection)
- breakdown of financing, to include own funds, other confirmed or hoped-for sources of funding and grant sought from Parish Council
- evidence of need
- timescales for project delivery and funding release

- how the applicant organisation or individual meets the guidelines on eligibility
- how success will be measured

Grants will not usually be considered if the application is made retrospectively.

The submission will initially be considered by the Parish Council's Finance Committee. This may involve referral to other committees of the Parish Council as appropriate and for agreement by Full Council (dependent on the amount). The applicant may be asked for further information.

The Parish Council will make one or more of the following decisions:

- agree immediate funding of all or part of the amount requested
- agree funding at a later date of all or part of the amount requested
- defer consideration of the application to a future date or period
- refer the applicant to alternative funding sources
- work with the applicant in applying to alternative funding sources
- decline the application

Applications should be made in writing (email is acceptable) using the Council's application form (appendix 1) to the Clerk at the address below.

If funding is granted, the Council will decide on the terms of the grant. Typically, however, they may state:

- the purpose of the grant
- the name(s) of the grantee
- the period in which the grant is to be used
- a requirement for a report on use of the grant
- the evidence which will be required as to use of the grant
- a requirement for repayment of unused or misused grant
- any special terms (for example – acknowledgement of the Parish Council's support, additional accounting or reporting requirements)

### **What the applicant must do if successful**

Individuals or organisations receiving grants **must provide the Parish Council with a report** as soon as reasonably practicable, in accordance with any terms attached to the grant, and **within three months** of the receipt of the grant – or receipt of the last instalment of any grant - showing how the money was spent and how any other terms were observed. If the money has not been used within three months of receipt, then an update report must be provided and the Council may decide whether it is appropriate to continue with or recover the grant.

Any unused grant funds, or funds used for any purpose other than that for which the grant was made, may be claimed back by the Council.

Email [clerk@speldhurstparishcouncil.gov.uk](mailto:clerk@speldhurstparishcouncil.gov.uk)

The Clerk  
Speldhurst Parish Council  
Council Office  
Langton Green Recreation Ground  
Speldhurst Road  
Langton Green  
Kent  
TN3 0JJ  
01892 862927



**Appendix 1.**

**Application form for a grant from Speldhurst Parish Council (SPC)**

This form is to be completed using the Grant Awarding Guidelines issued by SPC which is available on its website

<b>1. Name of Organisation</b>
<b>2. Name and address of correspondent including office held and contact details</b>
<b>3. Summary of aims and objectives of organisation/group (this should include all useful information including special status (e.g. a charity))</b>
<b>4. What are the nature and purpose of the project? (include total costs)</b>
<b>5. What fundraising activities, if any, have you undertaken, or intend to undertake, for this purpose?</b>

**6. What is the amount of the grant which is being applied for?**

**7. What other grants have been applied for/ granted in respect of the project?**

**8. Describe membership or beneficiaries from within the Speldhurst Parish and details of how they will benefit**

**9. Please mention any other information you wish SPC to take into consideration with regard to this application**

**10. Please attach up-to-date details of the organisation's accounts to support the application**

Name and title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_