

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. 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.