

Grant Awarding Policy for Thornhackett Parish Council (TPC)

All Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime and Disorder, Health and Safety, Human Rights.

Objective:

TPC sets aside a small sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life of residents of Thornford and Beer Hackett.

Eligibility:

Any grant made by TPC must:

1. Directly benefit a significant number of Parish Council residents;
2. Be for the specific purpose for which it is claimed.

Criteria:

To help applicants we have set out below some of the criteria we will apply and questions that we ask in deciding whether to award a grant:

- National organisations are not normally considered unless there is a reasonable locally accessible facility that benefits the Parish Council residents.
- Is the money really needed? What is the organisation's financial position? Does it have significant reserves? Is it charging its users appropriately?
- How many Parish Council residents do, or potentially could benefit from the activity?
- Self help: What has it done to fund the grant purpose? Is it actively fundraising?
- Appropriate activities: Does the organisation undertake activities that TPC would not wish to support, so that the grant may represent a cross subsidy to that activity?

Who can apply?

The organisation must be a charity or not-for-profit voluntary or community organisation or provide a community service, and be able to demonstrate that any funding will directly benefit or enhance the environment within the Parish of Thornhackett at no ongoing cost to the Parish Council.

Conditions:

- Normally the grant will cover no more than 50% of the total project cost up to a maximum of £250.
- Normally only **one** application per group within a 12month period will be considered.
- TPC reserves the right to reclaim any grant not used for the purpose specified on the application.
- Retrospective funding cannot be given.
- Payment is made on receipt of invoice or pro forma invoice
- Acknowledgement on receipt of the grant is required.

Application Process:

1. Applications should be made by completing the Grant Awarding Application Form along with a copy of the latest accounts.
2. Applications are accepted throughout the year and will be discussed by the full Thornhackett Parish Council at its public meeting.
3. Applicants will be informed of the decision as soon as possible.
4. Grant payments will be paid by Internet Transfer or by cheque.

Applicants are reminded that Thornhackett Parish Council is an Equal Opportunities organisation. We want our services, facilities and resources to be accessible and useful to every citizen regardless of age, gender, ethnic origin, religious belief, disability, marital status, sexual orientation or any other individual characteristic which may unfairly affect a person's opportunities in life.

Your Application

All applications and information contained within them will never be shared with a third party

We ask that you provide us with cost breakdowns including quotes, detailing how the grant funding will be spent.

Please ensure that you enclose a recent bank statement. (within the last three months). Your account must have 2 signatories who are unrelated and live at separate addresses.

Please note that all documentation should be photocopies or scanned copies and not originals. Please ensure that they are clearly legible.

General Advisory Notes

'Community Buildings' are buildings which are owned or leased for the benefit of the community and run by a management committee or association containing community members/residents.

Please complete separate forms for separate projects, however, please be aware that we can only fund one project submitted by the same applicant.

We will be unable to fund any activity that has already taken place.

You must be able to spend the entire grant within the 12 calendar months of receipt.

Assessment of Applications

We may receive more applications than the budget can fund, so we may fund part of the amount or none at all, even if the project meets all the criteria.

Applications are assessed against the criteria and final decisions are made by Council members at Full Council.

Successful Applications

Successful applicants will be informed by telephone and confirmation will be sent by e-mail. A grant is awarded on the understanding that it is used for the purpose stated. Funds must be spent within 12 calendar months of receipt of the funds.

Payment is made by Bank Transfer or cheque.

Unsuccessful Applications

Unsuccessful applicants will be informed by e-mail or post. Feedback will be available.

Publicising Your Activity

Applicants are asked to acknowledge the support of Thornhackett Parish Council in any promotional literature or publicity.

Thornhackett Parish Council

Guidance Notes to Applicants

Please read these application guidelines before you start your application. The maximum amount you can apply for is £250

Note that these grants are not a statutory service and are available at the discretion of Thornhackett Parish Council. Applications may take several weeks to process.

Who can apply?

Who cannot apply?

<p>You can apply for this fund if you are:</p> <p>1.A formally constituted, not for profit community or voluntary group or registered charity.</p>	<p>You cannot apply to this fund if you are:</p> <p>1. A statutory body such as a local authority Police, or a health body.</p>
<p>2.A community/voluntary group based in the Thornhackett Parish, which provides a direct benefit to the local community.</p>	<p>2. Proposing a project that DOES NOT benefit Thornhackett residents.</p>
<p>3. You can be one of the above, based outside the Parish Council area providing your project/activity is delivered within the Parish and is for the sole benefit of its residents.</p>	<p>3. A politically affiliated group, or a group proposing a project that includes part political activities or activities that area statutory obligation.</p>
<p>4. Schools which have Academy status</p>	<p>4. A group who has not provided satisfactory monitoring for any previous grants received from this fund.</p>
<p>5. Parent Teacher Associations and 'Friends Of' groups, as long as they can demonstrate voluntary status.</p>	<p>5. A group who has received a grant within the last 12 months from this fund, (this is the date from which you received your payment)..</p>
<p>6.We welcome applications from religious or faith organisations, but will not fund religious or faith based activity.</p>	

Applicants are reminded That Thornhackett Parish Council is an Equal Opportunities organisation

What do we fund?

The following lists are not a definitive guide and we do encourage you to contact the Clerk for further guidance on your application. Please see contact details at the end of the document.

What we fund:

What we do not fund

1. We fund small projects organisations may want to do that benefit the local community	1. We do not fund projects that cannot meet at least one of the following criteria: <ul style="list-style-type: none"> • A place to be proud of • A place to call home • A place where people prosper
2. We do fund 'core' costs for projects that demonstrate sustainability	2. We do not fund 'running' costs, which includes utility costs and other items that contribute to the daily operations.
3. We do fund contributions to larger projects, however you MUST have ALL the rest of the funding in place.	3. We do not fund parts of larger building projects such as new builds or buying vehicles such as minibuses.
4. We do fund computer equipment as long as there is clear evidence of need.	4. We do not fund equipment that does not relate to a project that benefits the local community.
5. We do fund hall hire provided it is part of the project you are delivering and not part of annual core running costs.	5. We do not fund one off events that cannot demonstrate a lasting benefit for the community.
6. We do fund publicity, leaflets, stationery, equipment and promotional material as long as they are part of the project you are applying for.	6. We do not fund one off social outings for members of organisations unless it has a cultural or educational benefit that CLEARLY demonstrates a community benefit.
7. We do fund events to raise awareness of a subject e.g. well being or health as long as there is a lasting benefit.	7. We do not fund County wide projects, they must be specific to the Thornhackett area
8. We do fund towards refurbishments of community buildings, however you must be able to demonstrate that you have the rest of the funding in place.	8. We do not fund individuals, i.e. people who are not part of a group or organisation.
9. We do fund projects that show a lasting community benefit.	9. We do not fund projects that may have an on cost to the Parish Council.

Application Form

Name of Organisation:	
Name of Applicant:	
Position in Organisation:	
Applicant's Contact Address:	
Applicant's E-Mail Address:	Telephone Number:
Are you or any of your members related to any TPC Councillor or employee.	
Purpose, Aims and Activities of the Organisation:	
Size of Organisation/Number of Members:	
Services/Activities provided:	Charges for activities/membership:
Purpose for which Grant is required:	Who will benefit from the project/scheme.
Total cost of the Project:	Amount of grant applied for:
Other fundraising activities:	
Signature of Applicant:	Date:

Grant Awarding Policy

--	--