



AINTREE VILLAGE PARISH COUNCIL

GRANT AWARDING POLICY

20th August 2018

Minutes 6806

Aintree Village Parish Council

Application for a Grant

**Any money received from the Parish Council MUST be used solely for the purposes specified in the application; if this is not the case, or the reason for the requested money does not materialise, then the applicant must repay the money to the Parish Council immediately
(For Grant Awarding Policy please see Annex A2)**

Name and address of organisation applying for Grant	Name:- Address:-		
Is the organisation a Registered Charity?	*Yes/No (*Please delete as appropriate) If Yes, please provide the Charity Number:- NB Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.		
Objective and aims of your organisation			
Purpose for which the Grant is applied for?			
Amount applied for?			
Description of the project			
Please provide information on the social, economic and environmental outcomes of the project for which you have applied for grant	Social	Economic	Environmental
Has an application been made to another body?			

Please provide details, including when and the amount?				
Detailed estimate/breakdown of costs should be provided	Cost	£		
	Funds raised	£		
	Funds promised	£		
	Balance	£		
	Grant requested	£		
	Commencement Date			
	Completion Date			
	Other possible sources of finance			
Latest accounts attached for the organisation	Yes* No*	Quotations attached	Yes* No*	(*Please delete as appropriate)
Any other relevant information you wish the Parish council to consider in support of your application?				
Name of applicant*				
Telephone Number*	Mobile:- Home:-			
Email address*				
Address*				
General Data Protection Regulations Consent agreement	Please note that by signing and submitting this Grant Awarding Application form you agree to Aintree Village Parish Council storing and using the information* for decision making and communication purposes			
Signed			Date	
The Parish Clerk must receive the fully completed application more than 7 days before the next Parish Council Meeting for it to be listed for consideration Please return the application to Mo. Kundi, Clerk to Parish Council Email:- Aintreevillageparishcouncil@hotmail.co.uk.				

Aintree Village Parish Council

Grant Awarding Policy

Aintree Village Parish Council will consider applications for grants from voluntary groups or charities.

The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit **some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.**

This means that grants cannot be given to individuals. Grant applications will be considered by the Parish Council, or under delegated powers by a Committee.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within Aintree Village and are of benefit to the local community, with the following provisos:-
 - The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Parish Council will not fund activities outside its powers and functions.
 - The organisation/charity/group cannot charge more in subs than covers the costs of materials/equipment/room hire etc. to be used for the immediate community of Aintree Village.
3. The organisation must demonstrate social, economic and/or environmental value to the community

Grant applications must meet the grant criteria listed below.

1. Applications must be made on the attached form together with appropriate accounts, supporting financial information or evidenced projected costings.
2. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events.
3. The purpose for which the grant is made must be in the interest of Aintree Village area.

4. Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the area and the residents of Aintree Village.
5. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
6. The amount of the grant will be at the discretion of the Parish Council.
7. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
8. Payments for grants will not be paid to individuals.
9. All grant payments will be conditional upon submission of audited accounts, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated after the date of approval. Cheques/payments will not be made to an individual.
10. All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear in the Newsletter and/or website.
11. Recognition of the grant from Parish Council must be made in any publicity material.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.
13. All invoices to be settled directly with suppliers by the Parish Council must be sent within 28 days of the event. This will ensure that any unspent funds can be re-distributed to other applicants.

Applications will be actively considered for the following purposes:

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.

7. For the provision of recreational facilities.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contributions has been, or will be, raised in addition to the grant.

General

- 1 The deadlines for receipt of applications is currently first Monday of each month.
- 2 Grant applications will be considered by the full Parish Council or under delegated powers by the relevant Committee.
3. Each application will be assessed on its own merits and will be considered along with any other applications at the meeting. To ensure as fair a distribution as possible, the Parish Council will take into account the amount and frequency of previous awards.

Conditions of Funding

- 1 The Parish Council will only give to projects specifically designed to benefit Aintree Village and its residents.
- 2 Applications will not be considered from any organisation intending to support any party political or to discriminate on the grounds of race or religion.
- 3 Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
- 4 The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

Aintree Village Parish Council**Grant application**

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Name of group/body	
Purpose for which required	
Description of project	
Amount applied for	
Latest accounts attached	
Additional information	
Has application been made to another body? Please give details	
Person responsible	
Contact details	
Signature and date	

The clerk must receive an application more than seven before a Parish Council Meeting for it to be listed for consideration

Guidelines

Applications will be considered for the following purposes:

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12. For running costs of a viable group that is experiencing a period of hardship.
13. For hosting special events or celebrations.
14. For the provision of recreational facilities.

Conditions:

1. Money will not be awarded to individuals.
2. Additional applications within a twelve month period will not normally be considered.
3. Any money given must be used for the purpose for which the application was made.
4. If the group is unable to use the money for the stated purpose, the money must be returned to the Parish Council.
5. All money must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of money given.

Eligibility:

1. Any charity, voluntary group or community organisation.
2. Agencies that operate in the Parish and which are of benefit to the local community, though applications from schools for an activity that takes place during the school day will not be considered, nor will the Parish Council fund activities outside its powers and functions.

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