



Longstanton Parish Council

GRANT POLICY

(adopted at a meeting held on 12th January 2015)

1. Grants to local organisations

Each year Longstanton Parish Council sets aside a sum of money to provide grants to local organisations. The budget is limited and in most cases grants to an individual organisation will be a maximum of £500 although at the Council's discretion this limit may be raised to £1,000. Larger grants may be given under exceptional circumstances.

Grants may be applied for at any time during the year, but the Council encourages organisations to apply during February and August so that decisions can be made in March and September respectively..

2. General criteria

Grants will be made at the absolute discretion of the Council to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by one or more of:

- Providing a service and improving their effectiveness
- Enhancing the quality of life
- Improving recreation and/or sports
- Improving the environment
- Promoting the Parish of Longstanton in a positive way

3. Grant Application Process

All applications should be made to the Clerk to the Council on the standard application form. All applications must be received by the Clerk at least 10 days before the meeting at which the application is to be assessed.

Grants will only be made to organisations who supply with the application:

- a) a copy of their written constitution or details of their aims and purpose
- b) details of the governance of the organisation including, if relevant, names of the Chair, Secretary and Treasurer
- c) full details of the project or activity
- d) demonstration that the grant will be of benefit to the local community within the Parish
- e) demonstration of a clear need for the funding
- f) a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- g) Safeguarding Policy if children and young people up to 18 years of age, or vulnerable adults are currently involved, or could become involved in in any activities or events run by your organisation

4. Conditions of Funding

- a) The organisation must be either non-profit or charitable and meet the needs of Longstanton's residents. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- b) Grants will not be made to projects that discriminate on any grounds. The organisation must, on request of the Council, supply its Equal Opportunities Policy.
- c) Grants will not be made to individuals.

- d) Grants will not be made retrospectively.
- e) Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- f) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque or authorise any online payments.
- g) The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- h) Only one application for a grant will be considered from each organisation in any one financial year.
- i) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- j) Each application will be assessed on its own merits.
- k) The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- l) Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- m) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- n) Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
- o) Recognition of the grant from Longstanton Parish Council must be made in any publicity

5. How will the application be assessed?

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised locally
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group is managed, as indicated by the constitution.

Document History		
Status	Date	Version
Drafted by Libby White, Clerk	10 th January 2015	1.0
Draft to Council for Debate	12 th January 2015	
Council Approved	12 th January 2015	
Review date	January 2016 or on change of legislation	



Grant Application Form

Please read the guidelines before completing this form. Please use black ink and block capitals. Applications will only be considered if accompanied by a copy of up to date examined accounts in support of this application and your group's constitution. Should you need to use additional sheets, please ensure the name of the organisation is on each sheet.

Your Organisation

Please provide the following information about your organisation:

Name of Group/Organisation:

Address:
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Contact Name:

Position:

Email:

Telephone (evening & mobile):

Description of the Group/Organisation's activities including aims and objectives:
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How long has the Group/Organisation been in existence?

Do you have a 'Parent' or 'Umbrella' organisation?

Application

Please provide the following information about your grant application:

Brief description of project/activity:
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Who will benefit from the grant?:

What number are Longstanton residents:

Total cost of project/activity:

Total cost of grant applied for:

If the total cost is greater than the grant applied for, please provide information on how the difference will be funded:

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If you have unspent balances in your bank account, please confirm why you need this grant.

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Please provide an itemised breakdown of the expenditure for the project this money is being applied for. Please include evidence by means of quotations, price lists, etc. where possible.

Item	Cost
Total	

Have you made any application for grants to any other body for this project? Yes/No.
If Yes, please give details:

Name of Organisation Applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please provide details:

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Previous Application

Has your organisation previously applied for a grant from this Parish Council? If YES, please provide details of the project and the date and amount of grant received if any. Was the project as described completed?

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Additional Information

Please use this space to enter any further comments you wish to make to support this application. If you need any further space, please attach a separate sheet

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Financial Situation

All applications must be accompanied by the following financial information. *If you do not supply this information, your application will not be considered unless previously agreed in writing by the Council.*

- A copy of your latest approved statement of Income and Expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements cover the past six months
- A statement of your capital assets, if any.

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application.

Signed: **Date:**

Please return to Libby White, Parish Clerk, Longstanton Parish Council, 24 High Street, Longstanton, Cambridge CB24 3BS

If you have any queries, please contact the Parish Clerk on 01954 782323 or email parish.clerk@longstantonvillage.org