TIDENHAM PARISH COUNCIL

GRANT POLICY & GUIDANCE NOTES

Adopted July 2018 Minute 18/19 Page 8 Item 11 (this replaces the old Parish Grant Scheme). Reviewed and re-adopted November 2023 Minute 2023/24 Page 21 Item 16.

Tidenham Parish Council awards grants to local organisations to assist them in achieving their aims and objectives.

In accordance with its statutory obligations, the Council has a policy of only supporting community groups, and this is interpreted to mean those organisations based in the Parish, or national organisations providing support to the residents of the Parish.

The Parish Council must be satisfied that the funding is of commensurate benefit to the residents of the Parish of Tidenham.

Applications must fulfil at least two of the Parish Council's General Aims & Objectives:

- To engage in an open dialogue with the residents,
- To provide a democratic representational voice for the community,
- To support and contribute to the economic and social life of the Parish,
- To encourage and promote the economic and commercial vitality of the Parish,
- To help to create a socially inclusive and caring community,
- To organise, promote and manage a variety of events within the Parish,
- To protect and improve the environment of the Parish and promote sustainable development.

Grant applications will be considered four times a year, by the Council Finance and Probity Committee, the dates for which meetings are displayed on the Parish Council noticeboards and website. You may be expected to attend the relevant Committee meeting to provide any additional supporting information and answer any questions the Committee may have.

The annual Grants budget will be agreed at the December meeting of the full Council based on a recommendation from the Finance and Probity Committee.

Deadlines for the receipt of grant applications are listed in these guidance notes. Grant requests received after this date will not be considered. In the event that there are no applications by the deadline, the date may be extended at the discretion of the Parish Council / Chairman.

Deadlines for Submission of Gant Requests
21st February
21st May
21st August
16th November

How to apply

Applications for funding must be made on the following Grant Application Form.

A copy of the organisation's governing document must be forwarded with the application.

A copy of either audited accounts or budget for the relevant financial year must be forwarded with the application.

Additional information e.g. leaflets, literature, annual reports etc providing evidence of previous work undertaken are also welcomed.
Very small groups such as the local Brownies/Scouts will not be expected to provide these documents and neither will the very large groups where finance is substantially obtained from outside of the Parish (such as the Chepstow Citizens Advice Bureau or SARA) – a letter of request and proof of benefit to the Parish will be sufficient

What the Parish Council will not fund:

- Activities that are part of the Council's statutory obligations.
- Retrospective applications where the activity or project has already been carried out.
- Religious or political activities unless unrestricted community benefit can be demonstrated.
- Applications for the benefit of an individual.
- Loan repayments.
- Any group whose aims the Council considers to be within a business or profit-making remit.

What the Parish Council will fund:

- New projects or continued activities with funding lasting no more than three years with the value of the project being no more than £1000.
- Grant funding may be used as match funding.

How an application is considered

The Council will consider applications on the following basis:

- How the grant will meet the needs of the Parish,
- How effectively your group plans to use the grant,
- Whether the costs are appropriate and realistic,
- Level of contributions raised locally / through other sources, and whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source,
- The group's governance procedures,
- Availability of Parish Council funds.

Terms and Conditions

The application form, accounts and other information will be placed on the public agenda of the Council meetings. No personal data will be disclosed.

The final decision on assessment of applications and the level of any award offered lies with Tidenham Parish Council.

Grants to successful applicants will be paid at the following meeting of the full Parish Council and will be paid by bank transfer. Alternatively, equipment to the value awarded may be gifted to the group.

Successful applicants will be required to submit details on the success of their project and a publicity article for the Parish Council Newsletter.

If any grant or part of a grant is used for purposes other than those for which it was awarded, the recipient organisation may be required to repay the grant to the Parish Council.

However, if the recipient is unable to spend the grant as outlined in the original application then they should inform the council who may consider extending the Grant.

Recognition of the grant from Tidenham Parish Council must be made in any publicity and acknowledged on any letterheads and promotional documents.

TIDENHAM PARISH COUNCIL

GRANT APPLICATION FORM

Please answer all questions – failure to do so may result in a delay in the determination of your application.

Contact Details

Q1 Contact Details

Name of organisation making application:

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Name of your project (if this is different):

……

Name of contact for this application

Title: ……. First Name: …… Surname: ……..

Position held in the organisation:

……

Contact Address, including full postcode:

……

……

Contact Telephone Number: ……

Email address: ……

About Your Organisation

Q2 **What type of organisation are you?** Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number …….

Voluntary Organisation: ( )

Company: ( ) Company Number: …….

Other: ( ) Please specify: …….

Q3 **When was your organisation established?**

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Q4 **Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide. (If you are a new organisation, describe the services/activities you plan to provide.)

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Q5 **If you are a subsidiary of a larger organisation, please state which one.**

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Q6 **Does your organisation have a Constitution or Memorandum of Association?** **YES / NO**

If so please state which and attach a copy:……

Q7 **Previous applications**

If you have received funding from Tidenham Parish Council in the past five years, please provide details of the amount, the year and briefly what the funding was used for.

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Details of Your Project or Activity

Q8 Describe the project/activity you plan to use this grant for.

i) Try to be specific about what you will do and how you will do it.

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ii) Please state how you have identified this need and how the project will benefit the residents of Tidenham Parish, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

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iii) How many residents from the Parish do you expect to benefit directly from your project or activity?

Q9 What criteria will be used to measure the success of the project and the number of residents from the Parish who benefit from it?

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Health & Safety

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

What kind of insurance does your organisation have?

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Q11 What relevant qualifications and/or experience do your project leaders have?

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Q12 What policies does your organisation have in place? (i.e. Health and Safety, Child Protection, Working with vulnerable adults, Equal Opportunities, DBS Checks (previously CRB) etc) *You may be required to submit copies of your policies*.

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Your Project Funding

Q13 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested - £……

and provide a detailed breakdown as to how you have reached this figure:

Project Items (e.g. Staffing, Specific Equipment, etc)	Amount of Project	Amount Requested
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
TOTAL	£	£

Please continue on a separate sheet if required

Q14 Which other grants have you applied for to support this project? Please list the amounts and sources of funds that you expect to receive from other funding sources for this project:

Who From?	Amount	Secured? Y/N
	£	
	£	
	£	
	£	

Q15. What will happen to your project or activity if you do not secure this grant?

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Your Accounts

Q16 Please provide the following details from your most recent annual accounts:

Year Ended	
Total Income	£
Total Expenditure	£
Savings (reserves etc)	£

Please provide a copy of your most recent annual audited accounts (if available) together with a copy of your most recent management accounts. In the case of newly established organisations, please provide a copy of the projected income and expenditure for the next twelve months.

You need to include these documents with this application. (See Guidance Notes – How To Apply)

Q17. Is your organisation able to reclaim VAT? YES / NO *(please delete as appropriate)*

Other Information

Q18 Any other information which you consider to be relevant to your application.

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Declarations

Q19 Declaration

Please give details of a senior member of your organisation. (For example, this may be your Chairperson, Treasurer or Secretary.) They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of ……..…… (insert name of organisation)

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

Title: ……. First Name: ……..... Surname: ……..…….....

Organisation address:

……

……

Postcode: ……

Telephone: ……

Signed: ……..…… Date: ……..

Q20 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **may not be the same person who has signed in Q19.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: …… Date: ……..

Checklist

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your constitution?
4. Have you included a copy of your most recent audited accounts?
5. Please tell us about any supporting documents you are submitting.

If you have any questions about completing the application form, please contact the Clerk.

Please return your completed application form to:

Clerk to Tidenham Parish Council

16 Clanna Country Park
Clanna
Alvington
Glos GL15 6AN
Email: clerk@tidenhamparishcouncil.gov.uk