

# **Carbrooke Parish Council Grants Policy**

## **Policy Statement**

The Parish Council wishes to support activities and causes which benefit the parish of Carbrooke. The Parish Council aims to ensure that all monies are spent transparently and effectively.

## **Eligibility**

Any grant made by the Parish Council must directly benefit a substantial number of the residents of Carbrooke. The Parish Council is governed by rules set out in the Local Government Act 1972 (Section 137) which states that these monies must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred.

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Carbrooke.
- The group must be formally constituted and have a management committee made up of volunteers.
- The group must be able to provide at least one set of recent (audited) accounts.

Individuals, businesses, political groups or parties are not eligible for Grant Funding.

## **Charitable Donations**

Contributions may be made toward the running costs of charities and bodies providing a public service on a non-profit making basis, but only in continuance of their work in the United Kingdom. It is unlawful for a Parish Council to contribute to a charity or a public service operating overseas. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the Council's area or to its inhabitants, but must be considered to benefit a significant number of the Council's inhabitants.

## **Conditions**

- Multiple applications within a 12 month period will not normally be considered.

- Evidence of estimated expenditure must be supplied to the Parish Council with the Grant Application.
- It is the responsibility of the applicant to provide any information requested by the Parish Council.
- Evidence of all expenditure in the form of invoices paid, or receipts, must be submitted to the Parish Clerk on completion of the project. **If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of any or all monies awarded.**
- If the Parish Council does not receive satisfactory invoices as evidence of expenditure, the group will not be considered for a Grant Application the following year.
- Grants cannot be made retrospectively.
- An acknowledgement on receipt of the grant payment is required.
- Please note that for all applications over £2,500 you need to supply the Parish Council with quotes for the proposed project from at least three reputable firms. The Parish Council reserves the right to judge what is a 'reputable firm.'

**Please note that the project for which any grant is given must be commenced within 12 months of receipt of the payment. The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period.**

### **Application Process**

Applications should be made by completing the Grant Award Application Form and enclosing a copy of the latest set of audited accounts (for both current and savings accounts) for the group making the application. These accounts must cover the period within 12 months of the date of the application.

Subject to the Council's available funds, applications are accepted at any time of the year, but are usually considered at the Annual Parish Council Meeting in May. **All applications must therefore be received by no later than 30 April.** Applicants are usually informed within a week of the meeting and the grant money paid in June.

### **Promotion**

The Parish Council will ask for recognition from successful group/organisation in the form of the promotion of the Parish Council in the group/organisation's newsletter or any press release. The Parish Council will also recognise successful groups on its own reports to parishioners and on its website/social media.

For more information, please contact the Parish Clerk at [carbrokeparishclerk@gmail.com](mailto:carbrokeparishclerk@gmail.com)

Agreed: December 2021

Review Date: January 2023 (or earlier if required or requested)

# Carbrooke Parish Council

## Grant Application Form

Please read the Grant Award Policy prior to completing this form.

Please send this application form to: The Parish Clerk, Oakleigh House, Shipdham Lane, Scarning, NR19 2LB, or to [carbrookeparishclerk@gmail.com](mailto:carbrookeparishclerk@gmail.com)

### Section 1: Organisation

|                            |        |
|----------------------------|--------|
| Name of Organisation:      |        |
| Primary Contact Name:      |        |
| Position within the group: |        |
| Contact address:           |        |
| Telephone Numbers: Day     | Night: |
| Email:                     |        |
| Date of submission:        |        |

### Section 2 : Details of Organisation

|                                                |                              |
|------------------------------------------------|------------------------------|
| Brief description of your organisation's aims: |                              |
| How long have you been in existence ?          | Are you run by a committee ? |
| If yes, how many committee members ?           | Can anyone join ?            |
| If not, what are the restrictions ?            |                              |
| How many members do you have ?                 |                              |
| What percentage of members live in Carbrooke ? |                              |

### **Section 3: Organisation's Purpose**

Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation, please give an idea of the activities you wish to undertake.

Describe how the local community, in particular residents of Carbrooke, benefit from your organisation:

### **Section 4: Grant Request**

Amount requested:

Please give details of the purpose of the grant:

Have you received or applied for funding from any other source for this project/purpose ? If yes, please give details:

### **Section 5: Financial Details**

Do you receive funding from other sources and if so, from where ?

**If you have received a grant from Carbrooke Parish Council in the past three years, please give details:**

## Section 6: Supporting Information

Please complete the following.

I have read and agreed your terms and policies:

I have enclosed the following supporting material:

- A constitution or set of rules by which the organisation is run:
- The latest set of audited annual accounts for the organisation, both current and savings accounts.
- Any other supporting information, including any quotes for the proposed project from a reputable firm.

**Please note that the project for which any grant is given must be commenced within 12 months of receipt of the payment. The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period.**

## Section 7: Declaration

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature:

Name of Signatory.

Position in organisation.

Date:

**Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group, must be over 18 years of age. Please note the completion of this form does not necessarily mean that a grant application will be successful in part or whole.**