



# ALSTON MOOR PARISH COUNCIL

## GRANT APPLICATIONS POLICY

### Introduction

A grant is any payment by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and / or sports
- Improving the environment
- Promoting Alston Moor in a positive way.

### Grant Application Process

Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional supporting information provided if appropriate.

In addition to the application form organisations will be required to provide the following supporting information:

- A copy of their written constitution or details of their aims and purpose.
- Full details of the project or activity.
- Demonstration that the grant will be of benefit to the local community within the parish.
- The proportion or number of beneficiaries living in the electoral area.
- Demonstration of a clear need for the funding.
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- A copy of the organisation's latest bank statement.
- Evidence of other awards towards the project eg lottery funding, other bodies.

The Council will accept applications at any time during the financial year that can be met out of its budget. However, there may be some applications that may need to be met by an additional precept and would have to be decided before the precept request goes to Eden District Council. Applications exceeding **£300** must be received by **31<sup>st</sup> October** of the financial year prior to the funds being required so that budget provision can be considered. Applications below £300 will be considered at the next full parish council meeting. Council meetings are held on the first Monday of the month, or the second Monday following a bank holiday.

Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.

Successful applicants will either receive immediate funding or upon request to the parish council, subject to their specific circumstances.

### What will not normally be funded.

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

### Grant conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.
- The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk.
- The Council requires a short report including proof of expenditure within 3 to 6 months of receipt of funding.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.
- Normally only one grant will be made per year, though exceptions may be made.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused

What to do now?

Apply to the Parish Clerk for an application form which is available from the Parish Council Office or website ([www.alstonmoor.org](http://www.alstonmoor.org))

Telephone: 01434 382076 or email [clerk@alstonmoor.org](mailto:clerk@alstonmoor.org)