



Alston Moor PARISH COUNCIL

PARISH GRANT SCHEME – TERMS OF REFERENCE

Adopted:- 1/7/2024 Minuted:- APCM/2425/49 Reviewed:- Annually

The aim of the Parish Councils Grant Policy is to provide funding to local community groups, on an individual basis upon the application's own merit.

While doing so The Council is ensuring it is granting money within a power it has to do so.

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. Groups will apply to the fund using the agreed application form.
3. Groups will be expected to supply the following accompanying documentation:
 - A copy of the most recent accounts / cashbook (Audited (if applicable) including an up-to-date balance sheet))
 - A copy of the constitution or rules of the group
 - Provide proof that the group has a bank account with two signatories. (Funds cannot be paid to an individual)
 - Provide a 12-month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
4. There will generally have two deadlines for application – 30 September and 28 February. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium). Grants may be considered at other times at the discretion of the council.
5. The value of any single grant will not usually exceed £200 (to be agreed by Council) The Parish Council will reconsider grant applications on an annual basis.
6. Groups can apply once per year but may bid for several elements of a project in the application.
7. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project
8. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
9. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
10. Retrospective applications (ie for projects already completed) will be allowed. Council will adjudge at the time of application whether the project was urgent and consider the financial situation of the group at the time.

Parish Grant Scheme

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Describe how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder £..... Funder £..... Funder £.....

<p>Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.</p>	
<p>What contribution to these costs would you like from the parish council?</p>	<p>£</p>
<p>Is this contribution for a specific element of the project?</p>	
<p>What is the structure of your organisation?</p>	<p>Informal group <input type="checkbox"/></p> <p>Registered charity <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Please give details below</p> <p>.....</p>

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent accounts (Audited if required)	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve-month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	
<p>Please return to: clerk@alstonmoor.org</p>	