

Upper Rissington Parish Council

UPPER RISSINGTON PARISH COUNCIL GRANTS POLICY

Upper Rissington Parish Council awards grants of up to £500 per financial year to local organizations to assist them to achieve their aims and objectives.

The Council has a policy of only assisting truly local community groups, and this is interpreted to mean those organizations based in the Parish, or national organizations providing support to the residents of the Parish.

How an application is considered

All applications will be considered on their individual merits.

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
- 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

Grant Applications will be considered twice a year (July and December), by the Full Council. You are expected to attend the relevant Council meeting to provide any additional supporting information and answer any questions the Council may have.

The annual Grants budget will be divided into two equal tranches. If the total amount of approved awards is less than the July tranche figure, the difference will be added to the funds available to be distributed at the December grants decision.

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

Grants to successful applicants will be paid in the month following the Grant Decision meeting and will be paid by cheque.

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 village.
- To encourage and promote the economic and commercial vitality of the village.
- To help to create a socially inclusive and caring community.
- To organize, promote and manage a variety of events within the Village.
- To protect and improve the environment of the village and promote sustainable development.

What the Parish Council will not fund:

- Activities that are part of the Council’s statutory obligations
- Loan repayments
- 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
- Any group that has received the maximum grant from the Parish Council within the current financial year
- Any group whose aims the Parish Council considers to be working within a business or profit making remit.

What it will fund?

- Grants Fund will fund either new projects or continued services with funding lasting no more than three years with the value of the project being no more than £1000.
- Grants Fund may be used as match funding.

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 Parish Council must be satisfied that the funding is of commensurate benefit to the residents of the Parish of Upper Rissington.

Successful applicants may be required to submit a Monitoring Form on the success of their project. The final decision on assessment of applications and the level of any award offered lies with Upper Rissington Parish Council.

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

How to apply

- Applications for funding must be made on the following Grant Application Form
- A copy of the organization’s governing document should be forwarded with the application
- A copy of either audited accounts/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

Application deadlines	
Deadline for Submission	Council Meeting for consideration of Application
3 weeks prior to the meeting	July meeting
3 weeks prior to the meeting	December meeting

Updated policy adopted by Upper Rissington Parish Council on 11th October 2021

Date of Review: October 2024

GRANT APPLICATION FORM
for grants up to £500

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

Q1 Contact Details

Name of organisation making application:

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Name of your project (if this is different):

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Name of contact for this application

Title: First Name: Surname:

Position held in the organisation:

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Contact Address, including full postcode:

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.....

.....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?

Please state which and attach a copy:

Q7 Previous Applications

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

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Q8 What other grants have you applied for from neighbouring Councils or other bodies?

	Amount
	£
	£
	£

Details of the project or activity you are planning

Q9 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 Upper Rissington, 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?

Q10 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

Q11 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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Do the leaders have the relevant qualifications and/or experience?

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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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Funding of your project

Q12 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 (Eg Staffing, Specific Equipment, etc)	Amount of Project	Amount Requested
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£	£

Please continue on a separate sheet if required

Please list the amounts and sources of funds that you expect to receive from other funding sources to fund this project.

How project is to be funded

Funding for Project	Amount
	£
	£
	£
	£
	£
Total	£

Q13 Have you applied for any grants from the neighbouring Councils (or other bodies) for this project, if so what was the amount applied for?

	Amount
	£
	£
	£

Your Accounts

Q14 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.

Other Information

Q15 Any other information which you consider to be relevant to your application.

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Declarations

Q16 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:

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.....

..... Postcode:

Telephone:

Signed: Date:

Q17 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 Q16**

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 state any supporting documents you are submitting:	

Please return your completed application form to:

**Clerk to Upper Rissington Parish Council
Village Hall
Wellington Road
Upper Rissington**

Email: clerk@upperrissington-pc.gov.uk