

# **LOPPINGTON PARISH COUNCIL**

## **Grant Awarding Policy**

The Council is an active supporter of the community it serves and sets a budget each financial year to enable it to make grants to assist local groups and organisations.

### **Who may apply?**

- (a) Local Clubs or Societies:
- (b) Regional/National Charitable Bodies providing a service, which may benefit the local community.
- (c) Companies whose objects are charitable, benevolent or philanthropic and the project funding is wholly for community benefit

The Council cannot support individuals, or groups promoting or linked to political issues or businesses, and will not consider retrospective applications

### **When and how to apply?**

Applications may be made at any time during the year but must be received by the Clerk two weeks prior to the meeting for which consideration by the Council will be given. Meetings are held bi-monthly usually on the second Tuesday of the month.

Members judge applications on merit and approved grants will be paid after the Council meeting at which the approved grant is authorised for payment.

### **Small Grants Fund**

Applications for small amounts (unlikely to exceed £250) should be submitted in writing by a responsible member of the organisation and sent to the Parish Clerk for consideration.

The grant must be used for the purpose for which the application was made and the Council reserve the right to receive written proof that the grant awarded was so used

### **Intermediary Grants**

The Council may make grants to registered charities, clubs or societies to help with the cost of clearly defined Community Projects. These grants will not normally exceed £1000.00. An application for a grant must be made using the approved application form; a member of the organisation may be asked to attend a Council meeting to discuss the application. The grant must be used for the purpose for which the application was made and written proof to the Council must be made within one year of the grant being awarded.

## Major Grants

The Council may make grants to registered charities, clubs or societies to help with the cost of clearly defined Community Projects. A member of the organisation may be asked to attend a Council meeting to discuss the application. The Council will reserve the right to monitor the project to ensure that the grant is used in accordance with the application.

An application for a grant must be made using the approved application form by a responsible member of the organisation and sent to the Parish Clerk, including with the application, a copy of the most recent audited accounts and full details of the project and any relevant quotations.

Signed: ..... (Chairman of the Council)

Policy adopted by Council on

Review date: .....

## Loppington Parish Council

### **APPLICATION FOR FUNDING**

Each year the Council has a budget allocation available to give as grants to local organisations to for the benefit of the people living in the Parish. Before reading on please check that you or your organisation is eligible for a grant.

#### **Your idea for a grant must**

- Be for the benefit of the Parish or a class of people in the Parish
- support some aspect of the Parish Plan. Copies of the Parish Plan are available from the Clerk or can be downloaded from the website.

#### **Your application should be:-**

##### **1. Small Grant Applications**

- for a small sum of money - a maximum of £250
- if possible have some matching funding – of between 25%-50%
- for something that it might be difficult to find funding for from somewhere else

##### **2. Intermediary Grant Applications**

- for a sum of money up to a maximum of £1000
- have some matching funding – of between 25%-50%
- may be for help with an ongoing project
- for something that it might be difficult to find funding for from somewhere else

##### **3. Major Grant Applications**

- for a sum of money over £1,000
- be match funded
- may be for help with an ongoing project
- for something that it might be difficult to find funding for from somewhere else

#### **Help with your application**

If you are thinking of making an application, please contact the Parish Clerk. If you do not meet all the criteria listed above it might still be possible to apply for a grant, but you should certainly talk to the Parish Clerk first.

#### **Timetable for applications**

The deadline for applications is two weeks prior to the meeting at which the application will be discussed. We shall inform you about the success of your application following the Council meeting at which it is discussed.

#### **When you have finished your project**

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts. The Parish Clerk will explain the format of the report and accounts to you.

**If your grant award is not successful**

We shall explain why your application was not successful and advise you about further applications.

**Application Form**

Please complete the Application Funding Request form and return it to the Parish Clerk within the timetable for applications.

You can submit the form by hand or post to the Parish Office or by e-mail to [clerk@loppingtonparishcouncil.gov.uk](mailto:clerk@loppingtonparishcouncil.gov.uk)

Please submit the following documents with your application.

- A copy of your constitution or document of rules if you have them
- The name and address of the Chairperson of your organisation
- Your most recent annual statement of accounts