

Soberton Parish Council

Grant awarding Scheme – Guidance Notes

Who can Apply?

To be eligible for a Parish Council Grant an organisation must:

- be established for charitable, benevolent, social, cultural, recreational, or philanthropic purposes.
- have a constitution, or set of rules, which defines its aims, objectives and operational procedures.
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Its accounts should be checked and signed by a person independent of the group.
- have a bank account operated by a minimum of at least two joint signatories

Grants for consideration should be submitted to the Parish Council (via the Clerk) at least 10 working days prior to the date of the Full Council Meeting. (Meeting dates are available on SPC website).

What can be Funded?

- the project should benefit people who live in the Parish
- there must be evidence which shows the local people support the project and are involved in carrying it out
- it should be something which makes the local community a better place in which to live, work or visit.
- each group may only make one application per financial year (1st April – 31st March)

Not Eligible

- support for individuals or private business projects
- projects which are the prime responsibility of other statutory authorities
- projects that improve or benefit privately owned land or property
- projects which have already been completed or will have been by the time the grant is made

Conditions of Support

The required conditions will be at the discretion of the Parish Council and take into account the organisation's individual circumstances. The Parish Council may make the award of any grant subject to all or some of the following conditions:

- the application should be made using the official application form
- details must be provided of the extent to which funding has been sought or secured from other sources of own fund-raising activities.
- funding must only be used for the purpose agreed with the Parish Council and if all the monies are not spent on the items agreed, the balance must be returned.
- funding must be spent within the financial year awarded and cannot be added wholly or partly to the organisation's reserves.
- if project costs are more than anticipated on application, any shortfall must be met by the group.

- in order to fully understand your project/activity, Parish Councillors may wish to visit the project/activity prior to commencement. They may also wish to conduct a site visit once the funded project is underway.
- as a minimum the group will write to confirm receipt of the monies for audit purposes.
- the need to provide evidence of expenditure (receipted invoices) to the Parish Clerk on completion of the project will be discretionary – based on the amount given and the purposes given. (If required this evidence shall be equal to or more than the total amount of the grant detailed in the application.)
- any unused funds at the end of the financial year in which the grant is paid out must be returned to the Parish Council.
- you must acknowledge the Parish Council's support in all publications, publicity and annual reports.
- you should show the funding awarded separately in your published financial accounts and the Parish Council should have access to your financial records, on request where appropriate.
- a representative of your organisation should give a report at the Annual Parish Meeting on how the group spent the money and if appropriate, how the group or project is progressing.

When to Apply

Applications should be made by the end of September each year in time to be considered for the main bids and fit within the Parish Councils' budget process and timelines. Any grant awarded will be paid after 1st April in the following year.

This is a competitive process against other bids and the quality of each bid is important.

All groups will be treated equally. If an organisation has previously received a grant they are not guaranteed to receive financial support again but are not excluded from applying again.

Whilst ad hoc requests can be made at any time, there is no guarantee that funds remain available.

How Decisions are Made

All major grants are to be judged after the agreed closing date.