



# FINSTALL PARISH COUNCIL

## GRANT AWARDING POLICY

Adopted date	02/01/2024
Reviewed date	03/2026

### INTRODUCTION

Finstall Parish Council's grant awarding policy will help to outline the criteria, procedures, and guidelines for allocating funds to support community projects and initiatives.

### POLICY STATEMENT

Finstall Parish Council is committed to supporting community development and local initiatives through the fair and transparent allocation of grants. This policy aims to provide guidelines for the efficient and equitable distribution of funds to eligible individuals, groups, or organizations within the parish.

### OBJECTIVES

The parish council's objectives include:

- 1. Community Development**, whereby we shall support projects and initiatives that contribute to the social, cultural, environmental, or economic well-being of the parish.
- 2. Transparency** by ensuring an open and fair process for the assessment, allocation, and monitoring of grants.
- 3. Impact and Accountability**, by assessing the impact of funded projects and holding recipients accountable for achieving specified outcomes.

### GRANT CRITERIA

Applicants must be able to meet most of the following criteria whereby the application:-

1. Must be for the benefit of parish residents.
2. Is for a parish-based organisation and delivered within the parish.
3. Is for a specific purpose.
4. Will encourage enjoyment of sport, recreation and outdoor activities.
5. Will provide environmental improvements within the parish.
6. Will encourage enjoyment of, and participation in, entertainment and the arts.
7. Will attract match-funding.
8. Will support inclusivity and the principles of equality and diversity.

Finstall Parish Council will not support applications:-

1. From single applicants for their own benefit.
2. From organisations that are funded by local government.
3. From organisations that seek to further political aims.
4. For national charities that have no specific business in the parish.
5. That are for day-to-day revenue activities.

Additionally, the Parish Council expects the applicant to align with the council's objectives and priorities, addressing community needs and enhancing the parish's well-being.

### **GRANT LIMITS**

The Parish Council sets a budget each year, stating the amount of funding that will be made available over the next 12 months. Finstall Parish Council has restricted funds but will set aside an annual amount to provide funding support.

### **APPLICATION PROCESS**

1. All applicants must provide a completed application form (attached) which will contain details of the project, the budget available, the projected timeline and a copy of the organisation's latest bank statement and annual accounts.
2. There are two opportunities during the year to seek funding. The dates by which applications must be submitted are 15<sup>th</sup> September and 15<sup>th</sup> March for consideration at the subsequent council meetings in October and April.
3. Each application will be initially assessed by the Clerk for completeness and to check with the applicant if any paperwork is missing, prior to consideration by the council at its meeting in either October or April.
4. If required, the applicant may be asked to attend the council meeting to talk through the application. The council will decide whether to award the grant either at that meeting, or at the following meeting if more information is to be provided. All applicants will be notified whether the application has been successful or not.

### **GRANT MANAGEMENT**

1. All successful recipients of a grant will be required to report back to the council on progress and impact of the project within one year of receiving the grant.
2. The agreed funding amount will be provided by online banking paid directly into the applicant's bank account.
3. The Parish Council will publish on its website and regular newsletter, the outline details of the grant including the name of the applicant (organisation's name), the reason for the funding and the amount granted.

### **POLICY REVIEW AND EVALUATION**

The Parish Council will regularly review and assess the effectiveness and impact of all funding that has been granted, against the council's stated objectives.

We shall ensure the grant funding is relevant, used efficiently and in keeping with the council's ethos.

**~End~**

**Application form attached below.**



# FINSTALL PARISH COUNCIL

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## GRANT APPLICATION FORM

**It is important that you read the attached Grant Awarding Policy before completing this form.**

**If any part of the application is not completed or any of the financial or other information not enclosed, you must state the reasons, but please note, failure to provide the required information may delay your request or render it invalid.**

**If you are uncertain about any of the questions on the form, please contact the Clerk to the Parish Council, contact details at the end.**

Please complete the form in BLOCK CAPITALS if hand-written.

Applicant (name of group).....

Are you a Registered charity?                      Yes / No

If yes, please provide your Charity Registration No.....

Your contact details: Name.....

Address .....

..... Tel. No.....

Email address: .....

Web site address:.....

What is your role / position in group .....

Is the organisation a member of Worcestershire Community First?    Yes / No

Please explain the aims of the group

Purpose of grant

**Total cost of project: £**

**Amount of grant applied for: £**

If this is not a one-off event, how will you be funding the running costs of your project / group in future years?

How many people from the Fininstall community will benefit if your funding request is successful?

.....

Has your group previously applied for a grant from Fininstall Parish Council? Yes / No

If 'Yes', please give details

Has a grant application been made to any other body or organisation for the purpose of this application?

Yes / No

If 'Yes', please give details including name of grant provider, amount requested and whether funding is to be provided.

## MEMBERSHIP

Please state the number of people involved in your group

.....

Approximately what percentage of your members live in Finstall?

.....

What is the annual subscription, if any?

.....

## FINANCIAL

Please enclose a copy of your latest audited accounts and / or business plan if you are a new group and other information such as the following:

1. Income and expenditure (receipts & payments) account / business plan
2. Balance sheet with bank reconciliation and latest bank statement(s).
3. Club / group's constitution or rules.
4. Is your group registered for VAT?
5. Are you a profit-making group?

## FUNDRAISING

What additional fundraising events or activities will you be holding this year?

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid. I confirm that I have read the Finstall Parish Council Grant Awarding Policy and agree to comply with it.

Signed ..... Date .....

Upon completion please return to Finstall Parish Council preferably by e-mail to [clerk@finstallparishcouncil.gov.uk](mailto:clerk@finstallparishcouncil.gov.uk)

Confirmation of receipt and the date of the relevant Parish Council meeting will be sent to you via e-mail, wherever possible.

Please note all communications with Finstall Parish Council are subject to Freedom of Information and Data Protection regulations.