

# **Stoke St Michael Parish Council**

## **Grant Policy**

Adopted on: -

## **Objective**

Stoke St Michael Parish Council wishes to support activities and causes which benefit the parish of Stoke St Michael. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

## **Eligibility**

Any grant made by the Parish Council must directly benefit some or all the residents of the parish of Stoke St Michael. Applicants must set out how the community of Stoke St Michael will benefit for the work funded by the grant.

The following criteria must be met for a group to be considered for a grant: -

- The group must be a charity, voluntary or community organisation. The group must be formally constituted and have a management committee made up of volunteers. Individuals and businesses, Political Parties or organisations affiliated thereto are not eligible for grant funding.
- Grants will not be made to individuals
- Grants will not be made retrospectively
- An organisation should have a bank account in its own name
- Ongoing commitments to award grants or subsidies in the future years will not be made. A fresh application will be required each year.

Applications can be made at any time of the year but if possible before October to assist in the Parish Councils financial planning.

## **Condition**

Whilst there is no upper limit the Council as a public authority will award grants according to its budget. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Council reserves the right to verify that the expenditure incurred is entirely in accordance with the grant application and purposes. ~~Proper evidence of estimated expenditure must be supplied to the Parish Council prior to the payment of any grant.~~ Applicants must provide quotations, estimates, supplier pricing, or other appropriate evidence of the anticipated costs of the project, activity, equipment, or works for which funding is requested. The Parish Council reserves the right to request additional quotations, estimates, or supporting evidence where necessary to verify that the proposed costs represent reasonable value for money. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. Grants cannot be awarded after the relevant project or event has been completed. An acknowledgement on receipt of the grant payment is required.

## Application Process

- Applications should be made by completing the Grant Awarding Application Form.
- Applicants are required to attend a Parish Council meeting prior to submission of their application to outline their request.
- The organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly.
- Written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) must be appended to the application form, plus any relevant policies (e.g. health and safety, inclusivity policies).
- The organisation must supply full details of the project or activity including photographs and plans if applicable.
- The organisation must provide quotations, estimates, supplier pricing, or other supporting evidence of the expected costs associated with the project or activity. Where appropriate, more than one quotation may be requested by the Parish Council.
- The organisation must supply a copy of the previous year's accounts, or for new initiatives, a detailed budget and business plan.
- The organisation must supply a copy of the organisation's latest bank statement.
- Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole grant provider, the applicant must explain the reason for this.
- Applicants are usually informed of the outcome of their application within two weeks of the meeting.
- Grant recipients are required to attend the next Annual Parish Meeting which is held in the month of May after the grant has been awarded to make a presentation on the achievement of the purposes of the grant.

Stoke St Michael Parish Council

Tel: 01749 343910

Email: [clerk@stokestmichaelparishcouncil.gov.uk](mailto:clerk@stokestmichaelparishcouncil.gov.uk)

Website: [www.stokestmichaelparishcouncil.gov.uk](http://www.stokestmichaelparishcouncil.gov.uk)

### **Application for Grant Awards from the Parish Council**

This application is to be sent to the above address for the attention of the Parish Clerk.  
Please complete after reading the Grant Policy.

1	Name of Organisation	
2	Name, Address and Status  Email Address	
3	Telephone Number	
4	Are you a registered Charity	
5	If yes, please enter the Charity number	
6	Amount of grant sought	
7	What is the purpose / object	

8	Total Cost of purpose / object	
9	How will the residue if any be funded	
10	Have you applied for other grants regarding this purpose / object and if so what organisation (s) and how much?	
11	If the application is successful. Payment will be made via bacs, please provide details of your bank account.	Name of Account  Sort Code  Account Number

Checklist for Paperwork to be attached to the application: -

- (1) Written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) must be appended to the application form, plus any relevant policies (e.g. health and safety, inclusivity policies).
- (2) The organisation must supply full details of the project or activity including photographs and plans if applicable.
- (3) Copies of quotations, estimates, supplier pricing, or other evidence supporting the projected costs of the project or activity.
- (4) The organisation must supply a copy of the previous year's accounts, or for new initiatives, a detailed budget and business plan.
- (5) The organisation must supply a copy of the organisation's latest bank statement.