

POULSHOT PARISH COUNCIL

Grant and Donation Policy

The aim of the Parish Council's Grants Scheme is to promote an active community in Poulshot. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organisations working for the benefit of Poulshot parishioners, with the intention of improving the range of services and activities in the Parish.

The wording of Grants and Donations covers monetary funding from two sources:

1. The Parish Councils annual budget
2. The Community Fund reserve.

Poulshot Parish Council meets during the year to consider applications for Grants and Donations, working to a predetermined criterion.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the meeting. Meeting dates are available from the Parish Council's website – www.poulshot.org.uk.

Once submitted to the Parish Council, all applications will be scrutinised using a authorised points-based assessment system to assist Members in reaching their decision.

Who can apply for a grant?

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in Poulshot or the surrounding area and must be able to demonstrate that it benefits a significant number of people living in Poulshot and how.

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled

What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment

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- Development
- Projects
- Community Events

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in each financial year (1 April – 31 March). Should groups/organisations wish to apply for a grant for several activities over the course of the year these should be amalgamated into one application.

The Parish Council maintains and publishes a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget and awarded under the General Power of Competence or where applicable Sections 137 and 145 of the Local Government Act 1972. However the Council reserves the right to consider further applications to be funded from the Community Fund where appropriate.

The Council can give variable grants. The maximum amount that can be applied for from the Parish Council per application is £500.

A higher grant can be awarded if the Council deems it; however, the annual grants budget is limited and therefore if the amount requested is larger than the budgeted funding available and does not score fully on the Grant Criteria and is not appropriate to be funded from the Community Grant it will be declined.

It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

Because these funds are for projects that will benefit Poulshot Parish residents, there are some cases where we are unable to provide grants, including:

- general appeals (e.g. national/international disasters);
- national organisations without a locally based group;
- individuals (e.g. sponsorship for individual sportsmen and women)
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender, or sexuality, or on the grounds of economic or social status.
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

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How do I apply for a grant?

Applicants are required to supply a completed application form (available from the Parish Council's website www.poulshot.org.uk). Applications should be accompanied by the documentation below (where this is not possible for smaller or new groups, a statement of value and need will be required):

- in the case of a longstanding organisation or charitable trust, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year.
- in the case of a newly formed organisation an accounts statement/report from the treasurer etc would be acceptable together with a bank statement, budget and organisation/group bank account details).
- a statement in support of your request (including photographs and plans if applicable).
- a copy of your organisation's constitution. Where this is not possible due to a newly formed group, a statement of need and value to the community will be acceptable.
- all organisations should have been in existence for a period of at least six months and should have a bank account in its own name with at least two authorised representatives required to sign each cheque.
- if an organisation is newly formed and the above is not possible, the council will work with you to protect each party and endeavour to find suitable arrangements.
- copy of Safeguarding Policy and explain safeguarding arrangements where the application shows there will be working with vulnerable groups or individuals.

The Parish Council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this Policy. Should the applicants be unable to provide the necessary documents they will be considered on an individual basis and the Parish Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Parish Council. Applications received after that date will be carried forward to the next meeting.

Applications will be considered under one of the following categories;

- **Village Residents and Groups**

To support and benefit the whole community where required when in agreement with this policy.

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- **Arts and Culture**

To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Poulshot.

- **Sports and Recreation**

To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.

- **Highways and Transport**

To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.

- **Enhancing the Environment of Poulshot**

To improve the environment of Poulshot, safeguard and enrich its heritage resources/bio-diversity and to sustain community life (e.g. nature conservation, recycling, local history).

- **Community Events**

To support residents in the funding of national celebratory and Commemorative events.

Eligibility Criteria for Funding and Conditions attached to Funding

The Grants and Donation Scheme is unable to support:

- costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- salary or routine administration costs
- individuals
- hospitality.

Applicants should be aware:

- if the project is relying on funding from the Parish Council, it should not be started until the award of a Grant or Donation has been confirmed in writing.
- If a project has already started, it cannot be funded through this scheme, Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made.
- To support the grant, the Parish Council will ask for an end of project report. Where projects extend beyond a 12-month period, an interim report will be required.

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- Awards for funding which are not for projects within the current financial year will be considered on a case-by-case basis.
- In exceptional circumstances an extension to the funding period may be requested in writing and determined by the Parish Council
- The Council's decision will be final

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PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents must accompany your application*

For a long-standing organisation, the following: -

- a) A copy of your organisation's constitution.
- b) Copies of your organisation's audited or independently examined accounts and balance sheet, together with up-to-date statements of all current and investment account balances held by the group if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person).

For newly formed organisations; -

- a) In the case of a newly formed organisation, a need and value statement along with budget plan and recent bank statement (if available) must be submitted.

For all organisations where the grant is for working with children and vulnerable members of the community.

A copy of your organisation's safeguarding procedures along with an explanation of how you keep people safe must be submitted.

*Should the applicants be unable to provide the necessary documents they will be considered on an individual basis and the Parish Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

The Parish Council is committed to operating within an equality, diversity and inclusion frame. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination due to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of economic or social status

Adopted and approved at meeting on 10th January 2023

Recommended to be reviewed 2024

Poulshot Parish Council

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:														
What does your organisation do?														
When was your organisation formed?														
Is your organisation a registered charity? If yes, please give charity number:	Yes/No													
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:														
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1"> <thead> <tr> <th>Age groups</th> <th>Number Benefiting</th> </tr> </thead> <tbody> <tr> <td>Under 18</td> <td></td> </tr> <tr> <td>18-35</td> <td></td> </tr> <tr> <td>36-50</td> <td></td> </tr> <tr> <td>50+</td> <td></td> </tr> <tr> <td>Special or minority groups (please specify)</td> <td></td> </tr> </tbody> </table> Total.....		Age groups	Number Benefiting	Under 18		18-35		36-50		50+		Special or minority groups (please specify)	
Age groups	Number Benefiting													
Under 18														
18-35														
36-50														
50+														
Special or minority groups (please specify)														
Group Analysis for Benefit. Under which category you would like your application to be considered?	☐ Village Residents and Groups ☐ Enhancing the Environment of Poulshot ☐ Sports and Recreation ☐ Highways and Transport ☐ Community Events													

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What is the identified benefit of your proposal?	
What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i>	£
What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i>	£
If you are not applying for the full amount, please specify where the remaining funds will come from.	
Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i>	Yes/No
If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.	Organisation- Purpose- Successful (Y/N) Amount Received £

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Please give details of your organisation's own fund-raising efforts:	
When do you intend your project to start?	
How will you measure the success/benefit of your project?	
Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:	Yes/No
Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)	
Have you previously received, or applied for a grant from Poulshot Parish Council?	Yes/No
If yes, please give details of amount(s), year(s) and purpose :	

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If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. <i>(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).</i>	
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Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.

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PRIVATE AND CONFIDENTIAL

NOT TO BE INCLUDED ON COUNCIL AGENDA

Name of Organisation:	
Correspondence Address:	

Name and Address of Person Making the Application:

Name:			
Address:			
Email:			
Contact telephone numbers:			
Preferred method of contact:	Tel:	Email:	Post:

Bank Details

Name on Account:	
Bank Name:	
Account Number:	
Sort Code:	
Number of signatures required to issue cheques/payments:	

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FINAL APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

Yes/No	Have you completed ALL sections of the form? (If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).
Yes/No	Does your application set out how your Organisation meets the requirements of the 'eligibility criteria?'
Yes/No	Have you enclosed your Organisation's latest set of accounts, constitution and safeguarding policy?
Yes/No	Have you signed the statement on the application form to certify that all the details are correct?
Yes/No	A representative from the organisation applying for the grant should be in attendance at the meeting so that questions may be asked by Councillors

Please return your application form with the documents as listed as soon as possible and **NO LATER THAN 8 WORKING DAYS BEFORE THE NEXT MEETING OF POULSHOT PARISH COUNCIL**

When completed, this form together with supporting documents should be emailed to: Poulshotparishclerk@outlook.com. Or alternatively delivered to the Chairman of Poulshot Parish Council.

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.

DECLARATION

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application. Poulshot Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that: Poulshot Parish Council reserves the right to request a list of names and addresses of members of your organisation. Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested. Poulshot Parish Council may ask for additional information at any stage of the application process.

I will be required to submit details showing how the grant funding was used. Poulshot Parish Council reserves the right to reclaim the grant in the event of it not being used

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for the purpose specified. The application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Poulshot Parish Council in accordance with the Data Protection Act.

NAME:	
SIGNED:	
POSITION:	DATE:

Privacy Statement

Here at Poulshot Parish Council we take your privacy seriously and will only use your personal information to validate applications for grants. Information about your group and any grant award will be held and published by the Parish Council. Your personal information will be stored whilst your grant is active, and we will use this to contact you about the progress and success of any grant awarded. Your personal details will not be published or shared without your permission. Your personal information will be held alongside the grant application form for financial audit purposes. If you would like us to delete the information we hold or if you have any other questions, please contact us at poulshotparishclerk@outlook.com.

For Office Use

Acknowledged	
Statutory Power	
Council Meeting Date	
Decision	
Informed	