



## **Grant Application Policy**

Findon Parish Council is keen to support local organisations that provide a benefit to the parish or its residents i.e. to support charitable or voluntary activities. A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose. All grants given must directly benefit some or all of the parish or its inhabitants and the benefit must be commensurate with expenditure.

Applicants do not have to be a registered charity, as long as the body has charitable aim, a constitution (set of rules) and a management committee. If the organisation has its own bank account it must have at least two signatories to authorise cheques.

Grants are awarded at the Parish Council's discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service;
- Enhancing the quality of life;
- Improving the environment and promoting the Parish in a positive way.

The Parish Council will NOT award grants to:-

- Individuals;
- Commercial organisations;
- Statutory organisations or the direct replacement of statutory funding ;
- Upward funders - i.e. local groups where funds are redistributed by them or a central body;
- Activities promoting political beliefs;
- Activities promoting religious organisations - unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the Parish Council's discretion.

### **Application procedure:**

- Only one application for a grant will be considered from any organisation in any one financial year;
- All applications are judged on their own merits each year. Ongoing commitments to award grants in future years cannot be made;
- Grantees who received grants in preceding years cannot guarantee future applications will also be successful;
- Grants will not be made retrospectively;
- Organisations requesting financial assistance are required to submit an application on the prescribed form by 1 June in the year of their funding requirement. Applications must be accompanied by a copy of the organisations accounts from the last year end.

### **How to apply:**

An application form is available on request from the Clerk ([clerk@findonparishcouncil.gov.uk](mailto:clerk@findonparishcouncil.gov.uk)/01903 877225) or by downloading from the Parish Council web site ([www.findonparishcouncil.gov.uk](http://www.findonparishcouncil.gov.uk) ).

Approved by Findon Parish Council 14 May 2018

As well as the completed application form, the following will need to be sent to the Clerk by post (34 Normandy Lane, East Preston Village, West Sussex, BN16 1LY) or email:

- A copy of the organisation's constitution or set of rules;
- The organisation's most recent set of audited accounts or financial information;
- A list of the names and addresses of the Management Committee;
- A copy of the organisation's child protection policy for working with children and young people (if appropriate);
- Confirmation that the organisation is compliant with the General Data Protection Regulations (GDPR) from 25 May 2018.

#### **Assessment Procedure:**

- All requests received by 1 June will be considered at the Parish Council's first meeting after the May Annual Parish Council meeting;
- The Parish Council may make the award of a grant subject to additional conditions and requirements as it considers appropriate;
- The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

#### **Successful Applications:**

- Organisations will receive a communication from the Parish Council detailing the amount of the award;
- A grant award must only be used for the purpose stated on the application;
- If the organisation is unable to use the money or any part of it for the purpose stated, all monies or unexpended monies must be returned to the Parish Council. The Parish Council may request proof of expenditure;
- Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Findon Parish Council;
- Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

#### **Payment of grant funding:**

- Organisations will be advised on the success of their application by the end of June when a single payment of the grant will be made.

#### **Monitoring and evaluation:**

- Six months after the grant has been paid, the Clerk will send out a grant monitoring form. This form will ask for details of how the grant was spent and what was achieved.

#### **General Data Protection Regulations:**

- Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.