

# Ashurst and Colbury Parish Council

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## **Grant Awarding Policy**

### **1. Aims and Purposes of the Policy.**

Ashurst and Colbury Parish Council have the power to offer groups, clubs and charities in the village the opportunity to apply for grants. This policy sets out the parameters within which the Parish Council can offer that support.

### **2. Who Can Apply for a Grant?**

Groups, clubs, charities or not-for-profit organisations, either based in the villages of Ashurst and Colbury. Groups based outside this area must be able to prove that their work benefits a significant section of the parish.

We cannot offer grants to schools or religious organisations and will not accept applications from individual residents or commercial organisations, political parties or lobbying groups or associations, or national charities.

Requests for grants will be considered from Parent/Teacher Associations where the funding will meet a need not ordinarily covered by school funding (e.g. play equipment).

Grants for day to day running or maintenance costs will not be considered.

Grants for projects that have already started will be considered, but applicants must provide strong evidence for the need for further funds.

### **3. Conditions.**

- a. Applicants must prove that their activities, and the grant being requested, will directly benefit residents of Ashurst and Colbury.
- b. Groups must be formally convened, with a management committee and a constitution, or some form of governing document.
- c. Applicants will be expected to provide supporting information;
  - Current bank statements, income / expenditure sheets and, if possible, a balance sheet
  - a description of what the funds will be spent on and when
  - evidence of an attempt to identify best value for the grant (e.g. 3 quotations).
- d. Grants are awarded at the discretion of the Parish Council, who will give fair consideration to the request in line with the Parish Council's objectives.
- e. Any grant awarded must only be spent on the purpose it was obtained for. Any unspent grant should be returned to the Parish Council.

### **4. Procedure.**

- a. Applications must be made in writing to the Clerk.
- b. Following receipt of the application form and supporting documents, the request will be considered at the next meeting of the full council and applicants advised within 10 working days if their application has been successful. Payment will be via cheque.
- c. Should the application be unsuccessful, the applicant will be informed in writing and reasons for refusal given.

### **5. GDPR**

The Parish Council will process this application in line with our GDPR Information and Disposal Policy, which can be found on our website; [www.ashurstandcolbury-pc.gov.uk](http://www.ashurstandcolbury-pc.gov.uk).

## Ashurst and Colbury Parish Council - Grant Application Form

<b>Name of Organisation;</b>	Office Use / Criteria Met
<b>Address;</b>	
<b>Telephone:</b> _____ <b>Email:</b> _____	
<b>Main Contact for Correspondence:</b>	
<b>Website:</b>	
<b>Payee for Cheque:</b>	
<b>How many Members are there in your Organisation;</b>	
<b>Registered Charity No. if Applicable:</b>	
<b>Please describe your Organisation and its purpose:</b>	
<b>Please describe your project;</b>	
<b>What exactly will the grant funding pay for if successful;</b>	
<b>Estimated Expenditure of the total project: £</b>	
<b>How much grant funding are you seeking from the Parish Council: £</b>	
<b>How will you fund the balance of the project?</b>	
<b>Have you applied to another organisation for a grant for this project?</b>	
<b>How many have benefited from your organisation in the last 12 months, within this Parish and in what way:</b>	
<b>Please enclose a set of Annual Accounts for your Organisation.</b>	
<b>Please enclose quotations for the project, work or equipment.</b>	
<b>Signed:</b> _____ <b>(on behalf of the organisation)</b>	
<b>Name:</b> _____ <b>Position:</b> _____	
<b>Please send the completed application to; Helen Klaassen, Clerk and RFO, Ashurst and Colbury Parish Council, Parish Council Office, Colbury Church Rooms, Deerleap Lane, Colbury, SO40 7EH. Or via email; <a href="mailto:parishclerk@ashurstandcolbury-pc.gov.uk">parishclerk@ashurstandcolbury-pc.gov.uk</a></b>	