
Grant Awarding Policy

1. Aims and Purposes of the Policy.

Ashurst and Colbury Parish Council has a modest annual grant budget to assist local groups, clubs and charities in the village. Applications will be decided on their merits and no guarantee can be made that grant funds will be available. 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, 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 or those providing facilities primarily for Ashurst & Colbury residents.

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 will not normally be awarded for:

- Schemes that have started prior to a grant decision. However, these may be considered if applicants provide strong evidence for the need for further funds.
- Individual requests for sponsorship
- The promotion of events
- Commercial firms

Grants for day to day running or maintenance costs

Schools or religious organisations

Individual residents or commercial organisations, political parties or lobbying groups or associations, or national charities.

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.
- f. Grants will usually be considered depending on available resources.
- g. Grant applications will be considered by the Full Council for a final decision three times a year, at the scheduled Council meetings held in July, November and March. Meeting dates are available on the website or from the Parish Clerk. Your completed application needs to be received by the Parish Clerk no later than the 30th of the month prior to the next relevant Council meeting.

4. Procedure.

- a. Applications must be made in writing to the Clerk no later than the 30th of the month prior to the next relevant meeting.
- 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 Bank Transfer.
- 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.

Ashurst and Colbury Parish Council - Grant Application Form

Name of Organisation:	Office Use / Criteria Met
Address:	Office Use / Criteria Met
Telephone: _____ Email: _____	
Main Contact for Correspondence:	
Website:	
Bank Details for Direct Payment: Sort Code: _____ Account No: _____ Account Name: _____	Office Use / Criteria Met
How many Members are there in your Organisation;	Office Use / Criteria Met
Registered Charity No. if Applicable:	Office Use / Criteria Met
Please describe your Organisation and its purpose:	Office Use / Criteria Met
Please describe your project:	Office Use / Criteria Met
What exactly will the grant funding pay for if successful:	Office Use / Criteria Met
Estimated Expenditure of the total project: £	Office Use / Criteria Met
How much grant funding are you seeking from the Parish Council (Max £200): £	Office Use / Criteria Met
How will you fund the balance of the project?	Office Use / Criteria Met
Have you applied to another organisation for a grant for this project? Y/N	Office Use / Criteria Met
How many have benefited from your organisation in the last 12 months, within this Parish and in what way:	Office Use / Criteria Met
Please enclose a set of Annual Accounts for your Organisation.	Office Use / Criteria Met
Please enclose quotations for the project, work or equipment.	Office Use / Criteria Met
Signed:(on behalf of the organisation)	Office Use / Criteria Met
Name: _____ Position: _____	Office Use / Criteria Met
Please email the completed application to; parishclerk@ashurstandcolbury-pc.gov.uk Or by post to; Karen Cramoysan Clerk and RFO, Ashurst and Colbury Parish Council, 3 Kimberley Close, Pretoria Road, Hedge End, Southampton, Hampshire, SO30 0BH	Office Use / Criteria Met