

Grant Awarding Policy

Little Ellingham Parish Council

Introduction

Little Ellingham Parish Council ("The Council") will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Little Ellingham Parish and for the benefit of Little Ellingham parishioners. Consideration of an application does not imply that a grant will be forthcoming from the Council.

Process

November Meeting	The Parish Council will agree to a sum of money to be set aside to be used for donations during the following financial year
January to March	Local groups to send grant applications to the Parish Clerk between January and March
April meeting	The Parish Council meeting will consider Grant applications using the "Qualifying Applications" section for guidance. Once the allocated funds are used there will be no further grants made during the financial year and applications will be returned to sender.
End of April	The Clerk will write to all applicants to inform them of the outcome of their application.
Subsequent APM	Grant recipients must report (verbally or in writing) how the grant was used to the Annual Parish Meeting. If they do not then future grant applications may not be accepted

The grant application is sent to the Parish Clerk for including in the formal agenda. The Council meeting will consider Grant applications during a formal Council meeting using the "Qualifying Applications" section for guidance.

If an application is approved:

- the Council will issue a cheque for the sum agreed which may not be the whole amount requested.
- Clerk will record the transaction in the Council finances
- the Clerk will write to the applicant enclosing the cheque and the "conditions" section below
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

Eligibility

Any Charity, Voluntary Group or Community Organisation. They must operate within the Parish and demonstrate a benefit to the local community, with the following provisos:

- Must not be for an activity / organisation which is the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.

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- The Parish Council will not fund activities outside its legal powers and functions.
- Applications for general fund raising will not normally be considered.

Qualifying Applications

To qualify for an award the applicant must be able to:

- Show the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners
- Demonstrate that such funding will benefit the Parish or its parishioners
- 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).
- Relate the application to one or more of the following:
 - purchasing equipment either in part or in full.
 - funding transport to enable group members to partake in a group trip or outing.
 - For training activities, or to purchase the expertise of a trainer / facilitator.
 - Raising the profile of the group's work.
 - Covering running costs of a viable group experiencing a period of hardship.
 - Hosting special events or celebrations.
 - Providing recreational facilities.

Award Conditions

1. Grant recipients must report (verbally or in writing) how the grant was used to the Annual Parish Meeting. If they do not then future grant applications may not be accepted.
2. Grants are not awarded to individuals.
3. Applications must be received between January and March for the following financial year. Applications received outside this period will not be considered
4. The award must be used for the purpose for which the application was made.
5. Return the award to the Council if it cannot be used for the stated purpose.
6. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.