PITSTONE PARISH COUNCIL

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Grant & Donation Awarding Policy

Introduction

This policy applies to Pitstone Parish Council only. It is not relevant, or applicable, to Pitstone Recreation Ground Charity nor Pitstone Parish Charity.

Pitstone Parish Council sets aside a small budget each year (normally in the region of £3k) to help local groups with expenses for equipment or events. It can offer grants & donations to community and voluntary bodies provided they meet our criteria. As grants/donations within the scheme are relatively small, the application process is designed to be simple and straightforward.

Criteria

- All applicants must provide services that benefit the residents of Pitstone.
- All applications must be from community, voluntary or charitable bodies and not commercial enterprises.
- Applying bodies must hold a bank account with a minimum of two signatories.
- The council reserve the right to prioritise applications that meet identified needs or other areas of focus that may be determined at the time.
- It must be within the legal power of the parish council to supply a grant for the requested purpose.
- The Parish Council will need to take into consideration the total available budget for grants/donations, when considering a contribution to any specific project.

What is excluded?

Unfortunately, the grant/donation scheme can't be utilised for:

- Funds to individuals
- Grants/donations to regional or national charities, unless the application relates to a specific project that will operate within the parish
- Ongoing running costs unless, in the council's view and at its sole discretion, a local group, whose existence is of value to the community, would be unsustainable without financial assistance
- Staff wages or volunteer time
- Any expenditure incurred, or any project completed, before your application was approved
- Party political or religious activity (except community events run by a faith group)

Application Procedure

1. Applications must be submitted in writing, addressed to the clerk of the council, be on the group's headed paper and be submitted by an accredited representative of the group.

2. You must set out exactly what the money is required for, the total cost of the project and the amount of grant you are requesting from the parish council.

3. Your application must be able to demonstrate the direct benefit to the residents of Pitstone.

4. You should include information regarding the number of beneficiaries from your organisation that are residents of Pitstone.

5. Please provide details of the financial contribution that the group itself is making to the project. This is very important and will be a factor in the council's decision-making process.

6. Please provide details of other funding sources that have been confirmed or approached. The council is unlikely to approve a request for 100% of the project costs (and would normally only fund up to 50% of the budget), so it is important that you are proactively considering several options.

7. Your application should include a breakdown of the project costs and the contribution required from the parish council towards each item.

8. You should include any necessary evidence to support your requirement. For instance, if your group needs additional equipment to meet an industry standard then details of this should be provided.

9. You must supply your BACS details including the name the account is held in, the account number and sort code.

10. Remember to include your name, address, telephone number and email address in case we need to reach you with any queries.

Please attach to your application:

1. Your current Public Liability Insurance Certificate
2. Your last bank statement
3. Your last signed and audited annual accounts
4. The last annual report you supplied to members
5. A copy of your constitution, standing orders or terms of reference

Deadlines

1. Grant & donation applications will be considered quarterly – in April, July, October and January – at the full council meeting that will normally take place on the last Thursday of each month. Please check the exact meeting date on the website (www.pitstone.co.uk) or by contacting the clerk.

2. Please ensure your application reaches the clerk at least 10 days prior to the meeting date or we can't legally consider the expenditure at the meeting. Please be aware that your application will appear on the council agenda, which is published freely around the village and on our web site, Facebook pages and Twitter feed.

3. Applicants will normally receive a decision letter within two weeks of the council meeting.

4. In urgent cases, it may be possible to consider a grant request outside of the stated timescales. If you feel this may be necessary, please contact the clerk.

5. If your group is considering a large project, for which you may be seeking a funding contribution, please contact the clerk of the Parish Council as soon as possible in the process. All information will need to be received by the Parish Council by October of each year, so that any potential donation can be assessed and planned for within the budget setting period of November/December. Funds will then become available to the applicant after April of the following calendar year ie when the new financial year has commenced.

Requirements

1. Any grant or donation awarded must be acknowledged in any publicity or literature you subsequently produce. Please be aware that the Parish Council will also publicise the fact that it has provided the grant/donation and its intended use.

2. The grant/donation should be spent within six months, unless an extension is agreed with the Parish Council.

3. Within two months of your grant/donation having been spent, the Parish Council requires bodies to submit a brief report to the council detailing how the grant has been spent, how the council's contribution helped your project, and the benefit your project has brought to the community. Please attach photographic evidence.

4. The Parish Council may request to see associated invoices and receipts.

5. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council, in full.

6. Any unspent funds no longer required for the project, may need to be re-paid to the Parish Council.

Further information can be obtained from the clerk of the council, Mrs Laurie Eagling, on the above contact details.

Review

This grants policy was adopted by Pitstone Parish Council on .....28/3/19.....

minute reference .....393/18.2..... and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

_____D Nicholls_____
Chairman