

# RISLEY WITH HOPWELL PARISH COUNCIL

## GRANT AWARDING POLICY

### 1. Introduction.

- a) Risley with Hopwell Parish Council will consider applications for grants from voluntary groups, community organisations or charitable organisations.
- b) To qualify for an award, the applicant must be able to demonstrate that *any funding from the Parish Council will benefit the Parish and / or residents of the Parish.***
- c) The Full Parish Council will deal with grant applications received.
- d) In determining the validity of an application, the Parish Council will refer to the following guidelines:

### 2. Applications will be considered for the following purposes:

- a) For capital projects either in part or in full e.g. the purpose of purchasing equipment, works to buildings and improvements to premises.
- b) For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes
- c) For activities that raise the profile of the area
- d) For running costs of a viable group that is experiencing a period of hardship
- e) For hosting special events or celebrations
- f) For the provision of recreational facilities.

### 3. Conditions:

- a) Grants will not be awarded retrospectively or to individuals.
- b) Grants are only considered /awarded at the financial year-end. Requests for grant must be submitted by 1<sup>st</sup> March and the Council will make determinations at the April Parish Council meeting.
- c) The benefit to the Parish residents must be commensurate with the level of grant requested.
- d) The level of any grant awarded is entirely at the discretion of the Parish Council and the aggregate value of grants awarded within any financial year will not exceed 20%\* of the Parish financial reserves as stated on 1<sup>st</sup> April. ( \* this percentage to be reviewed annually).
- e) An application exceeding £1000 must be supported by a business plan and a budget (with supplier quotations / tenders if appropriate)
- f) Additional applications within a 12 month period will not normally be considered
- g) A grant awarded must be used for the purpose for which the application was made; if the applicant is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- h) Where capital projects are involved the organisation consents to allow reasonable access to premises for the Parish Council to view the completed work ***prior to payment of grant.***
- i) All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
- j) Grants requested for running costs, salaries, routine maintenance or consumables will only be considered in exceptional non-recurring circumstances.

- k) Applicants are responsible for ensuring that they are conversant and compliant with all legal and statutory requirements relating to their application.
- l) On completion of the project a letter of thanks will be welcomed by the Parish Council and where practical an acknowledgement of the Parish Council's financial contribution should be made in the organisation's documentation, promotional literature, website or other media.
- m) This policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

#### **4. Eligibility:**

- a) Any charity, voluntary group or community organisation
- b) Agencies that operate within the Risley with Hopwell parish and are of benefit to the local community with the following provisos:
  - i. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority
  - ii. Applications for schools for an activity that takes place within the school day will not be considered.
- c) Donations to registered charities in response to a general fundraising appeal will be restricted to an upper limit of £50. Donations, under this Policy, are only considered at the end of the financial year.
- d) Groups operating outside the parish boundary will normally be limited to an upper limit of £100 and will be assessed on the benefit to Risley residents.
- e) Grants will only be made to applicants who **need** financial help, accumulated reserves of the applicant will be considered when grant award levels are decided.
- f) ***Risley with Hopwell Parish Council will not fund activities outside of its powers and functions.***

**RISLEY WITH HOPWELL PARISH COUNCIL  
GRANT APPLICATION FORM**

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

<p><b>1. Name of Organisation:</b></p>
<p><b>2. Name and address of correspondent (and office held):</b></p>
<p><b>3. What are the activities and objectives of your organisation?</b></p>
<p><b>4. How long has your organisation been in existence?</b></p>
<p><b>5. Is membership/support open to any resident of Risley and Hopwell Parishes, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b></p>
<p><b>6. Total cost of your project or scheme?</b></p> <p style="text-align: center;">Amount of grant applied for £</p>
<p><b>7. Who will benefit from your project or scheme?</b></p>

8. Please give an itemised breakdown of the expenditure for which this money which is being applied for. For expenditure above £1000 please include helpful evidence (e.g. business plan; budget; up to date examined accounts; copies of bank statements for the last 6 months; relevant quotations or tenders). If evidence is not available please provide a reason.

ITEM	COST £
TOTAL	

9. Have you applied for a grant to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):

10. Is there anything else you wish the Parish Council to take into account when considering this application?

I agree to the terms and conditions of the Grant Award Policy.

Signed

Dated

Position

When completed please return to the Clerk, by not later than 1<sup>st</sup> March

Clerk to the Parish Council, Mrs Sue Dunkley, 34 Sparrow Close, Ilkeston, Derbyshire DE7 4PW  
Telephone: 07854 591073 Email: clerk@risleywithhopwellpc.org.uk