

Sheriffhales Parish Council

Grant Funding Policy

Sheriffhales Parish Council is funded by the residents of Sheriffhales, and the neighbouring communities of Lilyhurst, Burlington, Heath Hill, Red Hill and Chadwell, (Sheriffhales) and therefore has only limited funds available to assist community organisations located, and working, in Sheriffhales for the benefit of the community.

Subject to funding being available, Sheriffhales Parish Council is committed to providing assistance, and support, to local community groups which are set up to promote community life for Sheriffhales residents. The Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended from time to time, by Sheriffhales Parish Council. Applications for grants are considered in April and October each year, by the Council. All requests for funding must be made by the 1st of March for the April allocation, and September 1st for the October allocation. Late applications will be held over to the next grant period.

In order for the Council to be able to assess applications rationally, and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are structured to be a general indication of need, but are not exclusive, and can be flexibly applied.

The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships, which encourage, and enable, local community organisations to deliver local projects to the residents of the Parish.

Sheriffhales Parish Council will refer to the Parish Plan, when considering donations. In general, the following principles apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Sheriffhales.
3. Any assistance given *will be* subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year to year basis.

Grants Legal Framework

The Aims Of The Council's Grant Making Policy

Sheriffhales Parish Council provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness.
3. To ensure the provision of services, needed by the residents, via the voluntary sector.
4. To support organisations which meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for *all* parishioners of Sheriffhales to the services it provides and funds.
6. To improve or enhance the local environment.
7. To achieve value for money.

The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

The Council can only donate funds to organisations if the Council have a 'Power' to do so.

The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution* and dedicated bank account*, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for grants varies each year, depending on the overall council budget.

Sheriffhales Parish Council supports a wide variety of grants/donations, and particularly welcomes applications from small, or newly formed groups, and those that have not applied before.

Sheriffhales Parish Council Criteria Applicable To Grant Applications:

1. Whether the group/project has followed our grants process and meets our requirements and the grant giving policy.
2. Level of benefit to Sheriffhales and the impact the grant will make/have on the residents.
3. Evidence of a well-managed group including previous experience and a proven track record.
4. Financial sustainability and viability of group and/or project.
5. Evidence of partnership working.
6. Evidence that funding has been sought from other sources and the level of match funding available.
7. Evidence of compliance with previous grant award conditions.
8. Evidence of matched funding will enhance the chances of an award.

Sheriffhales Parish Council Will Not Fund The Following:

1. Organisations that do not provide a service to the community in Sheriffhales.
2. Individuals, or appeals, supporting an individual.
3. General appeals.
4. Statutory organisations or the direct replacement of statutory funding.
5. Political groups or activities promoting political beliefs.
6. Religious groups where funding is to be used to promote religious beliefs.
7. Arts & sports projects with no community or charitable element.
8. Medical research, equipment or treatment.
9. Animal welfare.
10. Projects that may take place before an application can be decided.
11. Organisations that have a closed or restricted membership.
12. Hospitality.
13. Commercial projects or activities that generate a profit.
14. Equipment or other costs that have already been purchased or incurred prior to the application being considered.
15. Consideration will NOT normally be given to local branches that could be funded by their main organisation.
16. For buildings, activities, or projects, which are not insured.

Sheriffhales Parish Council Grants- Grants are usually offered on a one off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

The Application Process

Groups must apply for funding using the appropriate application.

The organisations/group's constitution must outline the following

1. The aims of the group
2. The way it is organised
3. The way it is controlled and administrated.

Groups are also expected to have relevant insurance cover appropriate to their activity, and a copy will be requested, as appropriate.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Full Council for consideration.

All applicants will be notified of the Council's decisions.

Payments

Grants will only be paid by cheque, made out to the named organisation.

Monitoring And Reporting Requirements

As a condition of receiving a grant from Sheriffhales Parish Council you are required to complete a short evaluation form.

Groups are expected to provide Sheriffhales Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

General Grant Conditions

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. Applications for projects where the work has already been completed will not be considered.
3. We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

4. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
6. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
7. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
8. In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals. The bank account must have at least two joint signatories. The Council will request bank statements, and the latest annual accounts signed off by a person independent of the group, preferably a registered accountant, to prove the viability of the organisation prior to agreeing a grant.
9. Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Sheriffhales Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

Sheriffhales Parish Council

Grant Application

Sheriffhales Parish Council acknowledges that not all of the questions asked on this form will apply to all organisations. However, you are required to use this form to provide information on the type of activities you are engaged in and to demonstrate a financial need. If you feel that parts of the form are inappropriate or don't apply to your organisation, please provide details as to why in the 'Additional Information' Section 11 of this form.

Funds allocated under Sheriffhales Parish Council's grant aid awards should not be viewed as an alternative to fund raising activity. Grants awarded by Sheriffhales Parish Council are intended to help organisations where fund raising is difficult, they can be awarded to help new organisations get started and they can be used to fund one off events, activities or projects which are of benefit to the majority of Sheriffhales and/or neighbouring communities of Lilyhurst, Burlington, Heath Hill, Red Hill and Chadwell, residents.

The Sheriffhales Parish Council Grant Funding Policy document should be read prior to completing this application.

SECTION 1

NAME OF ORGANISATION/GROUP MAKING THIS APPLICATION TOGETHER WITH DETAILS OF RESPONSIBLE MEMBERS (at least two individuals should be named on this application):

NAME OF ORGANISATION/GROUP:

.....

FULL NAME OF MEMBERS AUTHORISED TO APPLY FOR GRANT FUNDING:

1.

2.

IF THIS APPLICATION IS SUCCESSFUL PLEASE PROVIDE INFORMATION ON WHO THE CHEQUE SHOULD BE MADE PAYABLE TO HERE (Please note that Sheriffhales Parish Council is unable to fund individuals):

.....

:

SECTION 2

ADDRESS FOR CORRESPONDENCE (including Post Codes):

1.

<p>.....</p> <p>.....</p> <p>2.</p> <p>.....</p> <p>.....</p>
<p>EMAIL ADDRESS:</p> <p>1.</p> <p>2.</p>

SECTION 3
PREFERRED MEANS OF RECEIVING FUTURE INFORMATION (please tick):
<input type="checkbox"/> by post (second class)
<input type="checkbox"/> by e-mail (give address below)

SECTION 4
TELEPHONE NUMBER (Please provide contact details for both members) – please include a landline and mobile wherever possible:
1.
2.

SECTION 5

PURPOSE AND ACTIVITIES OF ORGANISATION:

SECTION 6

HOW MANY SHERRIFHALES RESIDENTS WILL BENEFIT DIRECTLY FROM THIS PROJECT/ACTIVITY

(Please provide details of any survey information your group has gathered and where possible give examples of actual or anticipated benefit)?

SECTION 7

PLEASE GIVE DETAILS OF ADDITIONAL FUND RAISING ACTIVITY YOUR ORGANISATION HAS UNDERTAKEN TO RAISE FUNDS IN THE PAST 12 MONTHS – AN OVERVIEW OF ANY FUND RAISING ACTIVITY YOU INTEND TO SUBMIT IN THE NEXT 12 MONTHS WOULD ALSO BE USEFUL.

SECTION 8

HAS YOUR ORGANISATION BEEN FUNDED (GRANTS OR OTHERWISE) BY SHIFNAL TOWN COUNCIL IN THE PAST? ☐ YES ☐ NO If, YES, please provide information below:

Date..... Grant £

Date Grant £

Date Grant £

Have you received awards (from Sheriffhales Parish Council) in addition to those shown above? ☐ YES ☐ NO

SECTION 9

IF YOU HAVE APPLIED FOR GRANT FUNDING FROM OTHER BODIES (FOR THE ACTIVITY OF PROJECT YOU ARE CURRENTLY SEEKING FUNDING FOR) PLEASE LIST THEM HERE AND INDICATE IF THE APPLICATION IS CURRENT OR HISTORIC AND IF IT WAS SUCCESSFUL OR NOT. PLEASE ALSO PROVIDE BRIEF INFORMATION ON OTHER SUCCESSFUL GRANT AWARDS YOUR ORGANISATION HAS RECEIVED.

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SECTION 10

PLEASE OUTLINE IN DETAIL THE SPECIFIC REASONS FOR THIS APPLICATION – PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE ON THE PROJECT OR ACTIVITY FOR WHICH YOUR ORGANISATION REQUIRES FUNDING:

AMOUNT OF FINANCIAL ASSISTANCE APPLIED FOR:

£

SECTION 11

PLEASE USE THIS SPACE TO PROVIDE ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION:

DATE OF THIS REQUEST:

SECTION 12

We, the undersigned, confirm that we are making this application on behalf of the organisation as stated in Section 1 and that we are a properly constituted group. I am enclosing here (please tick to confirm):

- ☐ A copy of my groups constitution
- ☐ Latest set of accounts showing current assets and bank balances at the most recent year end (please note that it is important your accounts are attached for your application – your application may not be considered if you do not provide this information).
- ☐ Latest bank statements.
- ☐ We understand that Sherifhales Parish Council require feedback on the utilisation of the grant award and that we are required to submit a brief report on the use made of the funding (this should be provided to the Parish Clerk no later than end January).

If you are not able to provide a copy of your constitution and/or accounts – please explain why in Section 11 above.

SECTION 12

1. SIGNED:

.....

NAME IN CAPITALS:

.....

2. SIGNED:

NAME IN CAPITALS:

GRANT APPLICATION FORMS (TOGETHER WITH SUPPORTING DOCUMENTATION) SHOULD BE FORWARDED TO: THE PARISH CLERK

Data use statement

Personal data received via this application form will be processed in accordance with the Data Protection Act 1988/2018. Sheriffhales Parish Council will store and use the personal details provided here solely for administration - personal details will never be passed onto third parties for other purposes. We will use details relating to your group in the following ways:

- To manage your application for funding.
- To use the data provided to issue cheques to successfully funded groups.
- To produce lists of successfully funded organisations (this will be published on the Town Council website and will be released to the local Press). No information relating to individual members of your group will be divulged.
- To extract relevant information relating to the activity or project being funded and include this on promotional literature (such as the Council website).
- To contact you periodically to remind you of forthcoming grant funding opportunities with Sheriffhales Parish Council. If you do not wish to be contacted by Sheriffhales Parish Council about further grant funding opportunities please tick ☐

For office use only

Date application received _____

Documents included: Constitution ☐ Accounts ☐

Grant Applied for: £

Grant Awarded: Yes ☐ No ☐ Amount: £ Date

cheque sent out: _____

Date receipt received: _____