

SYDERSTONE PARISH COUNCIL

Grant Awarding Policy

1. Introduction

Subject to funding being available, Syderstone Parish Council is committed to providing assistance and support to local community organisations, groups or individuals (*individuals only when SPC has the General Power of Competence*) which benefit part or all of the local community.

Syderstone Parish Council's financial support is allocated based on the following factors;
Available budget and proposed use of grant funds.

2. Fund Criteria

Syderstone Parish Council will award grants every six months at its discretion, to applications that clearly demonstrate a need for financial support which directly benefit Syderstone Parish and its parishioners by;

- Outlining how the grant benefits and assists the local community?
- What service will it be providing?
- How will it enforce the quality of life or improve the environment within Syderstone?
- Does it promote Syderstone in a positive manner?
- Monitoring and assessment of the awarded grant will be carried out against the original application
- The available grant money will vary each year based on Syderstone Parish Council's annual budget

3. Conditions of Funding

Applications **will not** be considered from;

- Organisations or groups that do not provide a service to the community of Syderstone
- Individuals under Section 137
- Organisations intending to support or oppose any political party or activities
- Statutory organisations or the direct replacement of statutory funding
- Religious groups where funding is for promotion of religious beliefs but applications will be considered where there is a clear benefit to the wider community irrespective of their religious belief
- Organisations, groups or individuals where the project has been completed or equipment purchased before the application can be decided
- Organisations or groups that have a closed or restricted membership

4. Application Process

Organisations or groups must apply for grants using the application form via Syderstone Parish Councils website; <https://syderstoneparishcouncil.norfolkparishes.gov.uk/> (please note that I will arrange for a separate tab – Grants – to be set up on the website) or on request by emailing the parish clerk on syderstoneparishcouncil@outlook.com. The parish clerk will offer assistance to organisations or groups in completion of the application form.

Grants will only be considered upon a completed application form with supporting evidence of quotations or accurate estimates of costs.

All valid grant applications will be considered and decisions made twice a year at monthly council meetings.

Organisations or groups are welcome to attend March and September's meetings to support their applications and all applicants will be notified of Syderstone Parish Councils decision (whether successful or unsuccessful).

5. Payment of Grant Awarded

Successful grant applications will have funds released either by cheque (made out to organisations or groups) or online bank transfer (please note: the bank transfer will only be added after the councillors have made a decision to allow payments of invoices and grants via BACS – work to commence on this during the summer)

6. Monitoring and Reporting Requirements

All successful organisations or groups will be invited to July's monthly council meeting to share in person how the Grant Funds were used and will be required to complete a short evaluation form supported by photographic evidence (if applicable) and provide Syderstone Parish Council with written evidence of how the grant funds were utilised and provide evidence of spend (copies of invoices/receipts).

7. General Terms and Conditions

- (a) The grant can only be used for the purpose outlined on the application form and agreed by Syderstone Parish Council. SPC reserves the right to reclaim back any grant not used as specified or unspent.
- (b) The grant must be spent within one year of being funded.
- (c) Organisations or groups are responsible for ensuring they are complying with all applicable legal and statutory requirements (including but not exclusively to those relating to Health and Safety, Insurance (where required) and Equalities Legislation)
- (d) If the organisation or group disbands, Syderstone Parish Council may ask for part or all of the funding to be returned.
- (e) Organisations or groups can only make one application per year – unless, due to special circumstances, a council decision is made in advance to accept further applications.

8. Donations and Small Awards

Syderstone Parish Council may wish to offer a donation of £200 or below, rather than a grant, in support of general appeals. If you wish to be considered for a donation, please email the parish clerk at syderstoneparishcouncil@outlook.com outlining the request and how it directly benefits the parishioners of Syderstone through either a service or how it enforces the quality of life or improves the environment of Syderstone.

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Next Review: July 2023