

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

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Great Massingham
- The group must be able to demonstrate that there is a 'need' for the funding.
- The group must be formally constituted and have a management committee.

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. Scope of grants

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.

5. Application Process

Organisations or groups must apply for grants using the application form via Syderstone Parish Councils website; **www.syderstonevillageandpc.info** or on request by emailing the parish clerk at **clerk@syderstone-pc.gov.uk**. 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. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

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).

6. Payment of Grant Awarded

Successful grant applications will have funds released either by 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)

7. Monitoring and Reporting Requirements

All successful organisations or groups 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).

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

8. 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.

9. 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 **clerk@syderstone-pc.gov.uk** 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.

Funding Application Form

For all not-for-profit groups and organisations meeting within the parish and operating for the benefit of the residents of Great Massingham.

Name of Group/Organisation:

Registered Charity Number (if applicable):

Purpose of Group/Organisation:

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.....

Subject of Application:

Current Membership

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from parish

Current Officers	Name	Address	Tel. No
Chairman			
Secretary			
Treasurer			

Sources of Regular Funding:

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.....

Other Financial Sources being pursued:

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Documents to be sent with application:

- copies of two written quotations / estimates for all costs involved.

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Banking Details

Please provide details of the organisation's bank account

Bank account name (usually the name of your organisation)

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Bank account number:

Bank sort code:

Does this bank account require two unconnected people to authorise all transactions? Yes/No

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk, Sarah Harvey, either by email: **clerk@syderstone-pc.gov.uk** or via post to **Syderstone Parish Council, Byanoak, Leicester Road, South Creak, Fakenham, NR21 9PW.**

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its privacy statement. Please visit **www.syderstonevillageandpc.info** for further details.