RAWRETH PARISH COUNCIL

**GRANT AWARDING POLICY**

Thank you for your interest in applying for a grant from Rawreth Parish Council. Please read the grant policy below before starting to fill in the form.

If you require any advice or guidance, please contact Rawreth Parish Council by email, at clerk@rawrethparishcouncil.co.uk

Completed forms to be returned by email or to – Rawreth Parish Council, PO Box 2206 Rayleigh Essex SS6 0DS

1. Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Parish Council and that will contribute positively to the life of people living, working and visiting the areas of Rawreth, or if outside the boundary, its work should be available for the benefit to the residents of Rawreth.
2. Grants will not be made to :
* Organisations or individuals that discriminate on the grounds of race, religion, age, gender,trans-gender**,** sexual orientation, marital status, pregnancy or any disability.
* Private organisations operated as a business to make a profit or surplus.
* “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
* Organisations who wish to pass on money to other individuals or groups.
* Individuals
* Organisations whose function is primarily undertaken by the health authority or Essex County Council’s Social Services.
* Political organisations or projects.
1. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
2. The Parish Council will only consider grant applications in excess of £500 in exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form.
3. For applications in excess of £500, the Parish Council may consider only providing up to 50% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from groups’ own fundraising.
4. The Parish Council will only consider an application if accompanied by the required financial and organisational information.
5. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
6. The Parish Council will not make grant funding on a retrospective basis.
7. The Parish Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
8. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
9. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within six months of the funding being transferred. **Should the evidence not be received the Parish Council will request the return of the funds.** Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.

Date agreed: 2022

Date for review:

1. Name/Address of organisation

 Contact name: ………………………………………………………………………………..

Contact telephone number: …………………………………………………..

 Position in organisation: …………………………………………………………………..

1. Aims and objectives of your **organisation**; What does your organisation do and how does it benefit the residents of Rawreth?
2. Where does your organisation meet? …………………………………………………………….
3. How often do you meet? ……………………………………………………………………………
4. How many members do you have? ……………………………………………………………….
5. How many are Rawreth residents? ……………………%
6. How much funding are you applying for? £ ………………………………………………….

**NOTE**: Rawreth Parish Council will only agree allocations over £500 in exceptional circumstances that are clearly detailed, and where at least 50% of the total cost is match funded.

1. What is the total cost of your project? £………………………………………….
2. If your application is for over £500 please give full details of the exceptional circumstances related to your request.
3. Briefly describe the project for which you require a grant. Please be aware that Rawreth Parish Council do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

Please make sure you give us a full breakdown of what the funding will be spent on.

1. How will the funding benefit the community or residents of Rawreth?
2. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.
3. How is your organisation normally funded?
4. What are your current subs/fees/charges?
5. Have you applied for any other funds/grants towards the cost of this project? Please include details below
6. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months
7. Anticipated income/expenditure for next 12 months
8. Details of any grants received from Rawreth Parish Council in the past three years with dates.
9. Other grants from any other sources in the last three years with dates.
10. Has the project that you want the funding for already happened? Yes / No
11. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes / No
12. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact ………………………………………………………) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account ……………………..……………………………………….

Account number ……………………………………………..

Sort Code …… - …… - ……

***Please ensure the following supporting documentation accompanies your application;***

* Your most recent accounts;
* Your most recent bank account statement & details of any other investments/savings;
* A copy of your constitution;
* Details of your organisation’s officers;
* A copy of your safeguarding policy if your group works with vulnerable adults, or children;
* Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Rawreth Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Rawreth Parish Council may pass details onto an official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed ……………………………………………………………….

Date …………………………………………………..

**For Office Use Only**

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Full Council meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

|  |  |
| --- | --- |
| Yes |  |
|  | The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working and visiting the area of Rawreth? |
|  | Does the grant exclude ongoing running costs? |
|  | If the application is for running costs has the applicant included plans for where future running costs will be found from? |
|  | Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Essex County Council’s Social Services? |
|  | Is the grant for non-political or non-quasi-political organisations or projects? |
|  | Is the grant application for £1,000 or less? |
|  | For applications in excess of £500, has the applicant fully detailed the exceptional circumstances? |
|  | For applications in excess of £500, has the applicant detailed sources for at least 50% of the overall cost of a project? |
|  | For applications for less than £500, has the applicant detailed evidence of applications to other funding bodies and/or internal fundraising. |
|  | Does the application include the required financial and organisational information? |
|  | Is this the only application in this financial year from this group or organisation? |
|  | Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the grant reside in the area?  |
|  | Is the application for future funding? (ie not retrospective) |
|  | Is the grant for the sole use of the applying group and not to pass on money? |
|  | Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications. |
|  | For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.  |

Assessing officer …………………………………………………………………………………..

Date of assessment …………………………………………..

Decision (delete as applicable) reject / return for further information / proceed to Full Council