Revised Aug 23

Atworth Parish Council

Grant awarding policy

Atworth Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Atworth Parish and its residents.

This document outlines Atworth Parish Council's guidelines for grant making. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support.

We will ensure that our grant making activity is fair and transparent, and supports strategic priorities identified in our Parish business plans, and issues facing Atworth Parish.

General information for applicants

It is Atworth Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Who is eligible to apply?

The following organisations may apply to Atworth Parish Council:

- An Atworth Parish based charity.
- An organisation serving the needs of the residents of Atworth Parish.
- Resident(s) of Atworth Parish requesting grant aid with a project/event, which will be for the benefit of the local community.
- An Atworth Parish based club/association/charity serving a specific section of the community or the community as a whole.
- A local branch of a regional or national organisation/group which serves the needs of the residents of Atworth Parish.

Who and what is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority.

- Projects which improve or benefit privately owned land or property.
- Support for individuals or private business projects.
- Applications by “for profit” commercial organisations.
- Projects which have already been completed or will have been by the time the grant is issued.
- Applications for grants in respect of ongoing expenditure or revenue running cost.
- Projects from regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Atworth Parish Council and that there is need for this specific service/project.
- Organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.

What can be funded?

The project should be something that makes the local community a better place to the social, environmental and /or economic profile of Atworth Parish. Priority will be given to those applications which add long term value over applications for running costs.

Projects demonstrating a proportion of self-funding will be more favourably considered, and match funding expectations will sometimes be set.

Level of funding

This process is intended to support organisations in small projects, typically below £500. There is no lower limit. A request for £20 will be given as detailed consideration as one for £500.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project or;
- Projects where the amount of the grant would be a very small part of the overall cost of the project and no other funding plans are in place.
- Projects that simply replace existing facilities with no significant improvement.
- Repeat requests for funding.

Conditions of grant

- Atworth Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Financial support can be only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organisation.

- Proof of appropriate spend shall be provided to Atworth Parish Council if requested.
- Should a project be cancelled for example, or the funds, or part of, not be required, then any surplus grant funds must be returned.
- Unless part of the objective of the event was specifically to raise funds for a community project, should an overall “profit” result from an event, the original grant money is to be returned

Applications should be completed using the Application Form within this Policy document and submitted by e-mail to the Parish Clerk.

The application should detail:

- The organisation requesting support.
- The amount requested, along with details of any funding sourced elsewhere and when the money is required.
- The project for which the money is sought, including any relevant areas which might support your application under the decision-making criteria listed below.
- The financial projections underpinning your request.
- The evidence of ‘need’ within the community that this project is fulfilling.
- How success will be measured.

Decisions will be based on the following criteria

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

Timescale

There are two funding rounds each year. Applications will be requested to be considered at the March meeting of the Parish Council at which funding decisions will be made. Applications will again be considered at the September meeting of the Parish Council and the applicant advised of the decision as soon as possible after the meeting.

It may be possible to fund small projects during the course of the year depending on the take up from previous funding rounds, and discussion with the Parish Clerk should take place in advance of any submission of a request.

APPLICATION FORM FOR GRANT AID

1. Name of Organisation:

2. Name and Address of Secretary/Correspondent:

   Telephone number:
   Email:

3. Is your work National/Countywide/District/Locally based?

4. How will the grant benefit residents living in the Parish of Atworth? **NB: No grant can be given unless it directly benefits residents living in the Atworth parish.**

5. Amount of Grant requested: £……

6. Purpose for which grant is required. Please give details of when work will be done and date by which the project will be completed.

7. If your application is successful funds will be transferred by BACS. Please give details below:

   Name of Account:

   Sort Code:

   Account Number:

8. Other grant aid requests during the last 12 months:

Source	Amount	Outcome of request
Wiltshire Council		
Local Area Boards		
Town & parish councils		
Any other body ……		

9. Apart from grant aid applications, what has your organisation done to help itself by raising funds?

10. How will success of the Grant be measured?

Signature:

Date:

Please return your completed form, together with a copy of your latest audited accounts (if appropriate) to The Clerk to Atworth Parish Council at **clerk@atworth.org.**

NB: Closing Date for Applications: Five days before a Council Meeting, which are usually held on 3rd Tuesday of the month.