

TATWORTH & FORTON PARISH COUNCIL The Parish Office, Tatworth Memorial Hall, Kents Road, South Chard, Chard, TA20 2QA Email: tatworthfortonpc@yahoo.co.uk

GRANT-AWARDING POLICY

Objective

The Parish Council wishes to support activities and causes which benefit the parish of Tatworth and Forton. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

Eligibility

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Tatworth and Forton. Applicants must set out how the community in Tatworth and Forton will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.

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 directly benefit the residents of Tatworth and Forton;

The group must be formally constituted and have a management committee made up of volunteers.

Individuals, businesses, or political parties are not eligible for grant funding.

Conditions.

More than one application per organisation per financial year will not normally be considered.

There will be a maximum grant of £400.00 per organisation in any Financial Year.

- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;

Proper evidence of estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded;

Grants cannot be awarded after the relevant project or event has been completed;

An acknowledgement on receipt of the grant cheque is required.

Application Process.

Applications should be made by completing the Grant Awarding Application Form.

- Applicants are required to attend a parish council meeting prior to submission of their application in order to outline their request.
- Applications must be accompanied by a copy of the organisation's most recent accounts, and their latest bank statement.

An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.

Applications must be submitted between 1st April and 31st May. The Grant Award Panel will consider applications received between the 1st June and 20th June and make their recommendations to Full Council, to be considered at the July Ordinary meeting. If approved, the award will be made formally at the August meeting. A further application period will run from the 1st August until the 30th September if any budgeted funds remain un-awarded and these applications will be considered by the Grant Award Panel between 1st October and 20th October with their recommendations being made for Full Council to consider at November's Ordinary meeting.

Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder, the applicant must explain the reason for this.

Applicants are usually informed within two weeks of the meeting.

Grant recipients are required to attend the next Annual Parish Meeting (normally April or May) after the grant has been awarded to make a presentation.

Promotion: The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

Signed: Chairman

Approved at Full Council: 8th March 2018

Minute entry: 059/18