

COTTESMORE PARISH COUNCIL

GRANT AWARDING POLICY

1. A Grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
2. Cottesmore Parish Council awards grants at its discretion to community organisations which can demonstrate a clear need for financial support to provide benefits to the Parish of Cottesmore by –
 - Providing a service
 - Enhancing the quality of life
 - Improving the environment
 - Promoting Cottesmore in a positive way.
3. Applications will only be accepted from charitable, voluntary or non-profit making organisations.
4. Applications will not be accepted from individuals or for the benefit of individuals.
5. Applicants will be required to submit a fully completed Cottesmore Parish Council Grant Application Form, along with a copy of their previous two financial years accounts (newly formed organisations need to provide a detailed budget and business plan), any appropriate business plan and their written constitution.
6. Where the whole grant, or any part of it, is to be used for the purchase of an item (product or service), costing more than £1,500.00, the organisation will need evidence that 3 quotations have been obtained for that item.
7. The Parish Council reserves the right to request any further information it deems necessary to assist the decision making process (including asking a representative of the organisation to attend a Council meeting to explain or expand upon the details of the application), and to make the award subject to any conditions it considers appropriate.
8. On going commitments to award grants or subsidies in future will not be made. A fresh application will be required each year.
9. Grant applications cannot be made retrospectively.
10. Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.
11. A grant must only be used for the purpose for which it is awarded unless written approval of the Parish Council has been obtained in advance for a change in the use of the grant monies, and any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was Awarded.

12. All applications must be submitted to the Clerk by 31 October for consideration at the November Parish Council meeting and a decision at the January meeting. This will allow time for any required additional information to be requested and provided.
13. A brief description of how the grant has been spent will be required so that the Parish Council can be satisfied that the grant has achieved the purpose for which it was awarded. This will be required by 31 May following the end of the financial year for which the grant was awarded.

Adopted by Cottesmore Parish Council on 15 January 2018

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GRANT APPLICATION FORM

This form, fully completed, must be submitted, along with a copy of the previous two financial year's account (newly formed organisations need to provide a detailed budget and business plan) and written constitution, to the Clerk by 31 October for consideration at the January Parish Council meeting.

Name or organisation	
Name of contact	
Position in organisation	
Address for correspondence	
Telephone number	
Email address	
Organisation details including what it does, its aims and how it benefits the community	
Purpose for which the grant is required	
Benefits the purpose/project will bring to the community, including details of who will benefit	
Number of people, and specifically, residents who will benefit	
Amount sought from Parish Council	
Total cost	
Sources for the difference	
When will the grant be spent	

I declare that the information given is correct and this application is submitted having made reference to Cottesmore Parish Council Grant Awarding Policy.

Signed: Date:

Print name:

Position in organisation:

Office use only

Approved: **Y/N**

Amount agreed: **£**

