

Cliffsend Parish Council

Parish Council Grant Scheme Policy and Guidelines

Adopted by the Council on 6th September 2012

- 1 The primary intention of the Parish Council's grant scheme is to support new events and projects in the village of Cliffsend.
- 2 Parish Grant Applications may be submitted by groups, organisations or individuals (but must not be solely for the benefit of the individual).
- 3 In order to qualify for assistance, applications must demonstrate a direct benefit to the Cliffsend area, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred.
- 4 Council meetings are open to the public. Applicants and representatives of applicant organisations requesting grants of more than £500 will normally be required by the Chairman of the Council to speak in support of their application and answer questions put to them by Council members.
- 5 Decisions on grant awards will normally be advised to applicants, in writing, within six weeks of receipt by the Clerk.
- 6 If any offer of grant is made, applicants are required to confirm acceptance in writing within six months or before the 31st March following the offer of grant whichever is the earlier. (This is to enable applicants to secure any other funding required to complete the project.) No grant will be paid unless a letter of acceptance is received by the Clerk.
- 7 All projects, unless otherwise agreed by the council, must be contractually committed by 31st March of the year in which the award is made.
- 8 Applicants will be asked to confirm that:
 - statutory obligations under the Human Rights Act have been considered. See link below: (<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)
 - statutory obligations under the Disability Discrimination Act have been considered. See link below: (<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights>)
 - consideration has been given to all health and safety issues for this project/event and a risk assessments for all relevant areas have been carried out . See link below: (<http://www.hse.gov.uk/pubns/raindex.htm>)
 - consideration has been given to the environmental effects, if any, of this project (e.g. carbon emissions, waste, etc.) and give brief details. See link below: (<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)
- 9 The Parish Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. Applicants will be asked what implications, if any, the project will have for this requirement and how in particular will it assist the Parish Council to meet its obligation? See link below:

(<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

- 10 Grants are normally given conditionally, on the applicant's agreement to allow their details to be used in the Parish Council's website, publications and other materials. (Please note that personal and financial information will not be published.)
- 11 Applicants will be asked to submit, where appropriate :

For organisations:

- a copy of latest audited or independently examined accounts.
- Copies of latest bank/building society/other investment accounts statements

For organisations and individuals:

- Copies of relevant insurance policies including evidence of public indemnity up to a value of £5,000,000 for the date of event.
- Evidence of any other secured funding or application for any other funding.
- Written permissions from the owners of any land or premises involved in the project or event.

Cliffsend Parish Council

Guidelines to Applicants for the Approval and Distribution of Parish Grants

Please ensure that you read these guidance notes and make sure you include all the documents we ask for. Incomplete application forms will be rejected.

1. The Parish Council will consider applications for financial assistance from:
 - (a) clubs and societies;
 - (b) voluntary bodies and associations;
 - (c) non-profit making organisations;
 - (d) charitable bodies;
 - (e) individuals (but must not be solely for the benefit of the individual).
2. Local groups that are affiliated to regional or national organisations will qualify, provided the local group is required to function substantially as an independent financial unit.
3. Applications must be made using the council's Parish Grant application form, and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Parish Council, providing the application is received by the Clerk at 3 Rossetti Road, Birchington, Kent CT7 9ER at least 10 days before the relevant meeting.
5. Applicants should normally apply for only one grant during a financial year (1 April to 31 March) and should not expect to receive grants on an ongoing annual basis.
6. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the Council approves the application.
7. Applicants will be required to complete a form confirming that the funding has been used for the purpose requested within 1 month of the project or event being completed. Failure to return this form is likely to preclude the applicant from being considered for a Parish Council grant in the future.
8. The Parish Council might refer applications to other bodies as appropriate.
9. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
10. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.

11. Grants will not normally be made to Charitable Trusts seeking to add to their capital investments.
12. Local Groups who's total fund raising is sent to their central headquarters for redistribution will not be assisted.
13. Grants will not normally be given for specifically religious or party political purposes.
14. Grants will not normally be given to profit making organisations with unallocated reserves.
15. Grants will not normally be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.

If you wish to submit an application for Parish Grant, please complete the enclosed application form using these guidelines and the attached policy. If you are in any doubt or need explanation, please contact the Parish Clerk.