

LONG ASHTON PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
5.	For what purpose or project is the grant requested?	
6.	What will be the total cost of the above project?	£
7.	If the total cost of the project is more than the grant, how will the residue be financed?	
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

# Long Ashton Parish Council

## Small Grant Awarding Policy

### Policy Statement

This policy applies to grants of £2,000 or less. A grant or subsidy is any payment made by Long Ashton Parish Council (LAPC) to be used by an organisation or individual for a specific purpose to increase the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by LAPC. The purpose of any grant or subsidy given by LAPC is to support initiatives in the local community and to help create opportunities for the residents of Long Ashton Parish that are not, as a matter of course, funded by LAPC.

### Guidelines for Grant Applications

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Long Ashton Parish. All applications must clearly demonstrate how this will be achieved.
- 2) Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Grant applications cannot be made retrospectively.
- 4) The scheme may provide start-up awards for new as well as grants for existing organisations. Applications will be considered for day-today running expenses and individual projects.
- 5) Applications WILL NOT be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion or which otherwise contravene the PC's Equality Policy.
  - 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.
  - National Charities.
- 6) Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

- 7) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 8) Schools will only be grant aided for environmental purposes or if, in the opinion of LAPC, their application is for the benefit of the wider community.
- 9) If an organisation is acting on behalf of other groups as a facilitator it can submit multiple applications for grants in one year providing that such grants are not in related fields or projects and in consecutive years.
- 10) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
- 11) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of LAPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to LAPC by the end of the financial year in which it was awarded.
- 12) Although LAPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- 13) LAPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 14) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 15) The size of any grant awarded is at the sole discretion of LAPC.
- 16) LAPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 17) LAPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of LAPC.

Reviewed 22.10.18