

PEGSWOOD PARISH COUNCIL

GRANTS & SUBSIDIES

GUIDANCE NOTES & APPLICATION FORMS

Approved by the Parish Council on: 21 August 2017

Please read the full Grants and Donations Policy in conjunction with these notes and before completing the applicable form.

1. Eligibility

1.1. The Parish Council will only consider applications for grants or subsidies from organisations and groups which operate within the parish; or who can demonstrate that the award will substantially benefit residents of the parish.

Please ensure that you provide a clear description of why you want the funding and how this will benefit the residents of Pegswood. Also provide an accurate number of individual residents that are members of your group and will benefit from this funding. Do not double count should an individual attend more than one session or activity; do not supply a general footfall figure. If you do so it could jeopardise the success of your application. Evidence of the figures should be included as supporting information.

1.2. It will not normally consider applications from national organisations, or local groups with access to funds from national 'umbrella' or 'parent' organisations

1.3. The organisation receiving the grant or subsidy should be a not-for-profit voluntary organisation where membership is open to all residents; with no discrimination of membership; i.e. on the grounds of:

- 1.3.1. Colour
- 1.3.2. Gender
- 1.3.3. Sexual orientation or identity
- 1.3.4. Ethnic or national origin
- 1.3.5. Disability
- 1.3.6. Partnership status or home responsibility
- 1.3.7. HIV or AIDS status
- 1.3.8. Age
- 1.3.9. Political or religious belief
- 1.3.10. Trade union activity
- 1.3.11. Socio-economic background
- 1.3.12. Refugee or asylum seeker status

This should be clearly outlined in your adopted Constitution; aims and objectives or business plan.

- 1.4. Organisations supporting or involving young people and/or vulnerable adults should have necessary Safeguarding Policies and, having assessed the roles within the organisation have any Disclosure and Barring Service certificates are in place and up to date.

You should attach a copy of your policy with the application together with confirmation that all necessary DBS assessments have taken place and certificates obtained.

- 1.5. The Parish Council will not fund:

1.5.1. Individuals

1.5.2. Religious or political groups and activities

1.5.3. School activities that take place within the school day; or those which are normally LEA funded

1.5.4. Organisations not registered as charities; or those not considered 'not-for-profit' i.e. that are operated as a business to make a profit or surplus

1.5.5. National Organisations; except where it can be demonstrated that the donation will substantially benefit residents of the Parish

1.5.6. Projects that have already commenced; or have been completed, and services already delivered

- 1.6. The Parish Council will award grants, at its discretion, to organisations which can demonstrate a clear need for financial support to the benefit of the Parish by:

1.6.1. Providing a service

1.6.2. Purchasing equipment

1.6.3. Enhancing the quality of life of residents

1.6.4. Funding transport for one-off activities

1.6.5. Training activities, including the acquisition of the expertise of outside trainers, instructors, or facilitators

1.6.6. Improving recreational and/or sporting activities

1.6.7. Improving the environment

1.6.8. Hosting special events or celebrations

1.6.9. Promoting Pegswood Parish in a positive way

Please make it clear in the purpose for the funding as to which categories above you consider your application comes under.

- 1.7. The Parish Council will consider provision of a subsidy for organisations which have a base in the parish and provide an important service, in the eyes of the Parish Council, to the residents of Pegswood. They are for a specific period of time, usually for a maximum of three years and would be to a maximum of £1,000 each year.

If you are applying for this kind of support please make clear the purpose for the funding. Please ensure that you provide all the relevant information, otherwise your application will not be considered.

- 1.8. The Parish Council will not commit to any continuing expenditure, including beyond the agreed subsidy term.

2. Conditions

- 2.1. Additional applications within a 12 month period will not normally be considered. The maximum funding any one organisation can receive from the Parish Council in a financial year is £3,000.
- 2.2. Any successful organisation will have a bank account in its own name with two authorised representatives required to sign each cheque.
Please ensure that your bank statement includes details of your account.
- 2.3. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Pegswood Parish Council is not satisfied with the evidence provided it reserves the right to call for a refund of the money.
- 2.4. The Parish Council may request that applicants provide written feedback explaining how the award benefitted their organisation and what effect it had within the local community. It is a legal requirement that any organisation that receives a grant in excess of £2,000 is required to present a report within 12 months of receiving the grant. Should feedback be required, this will be communicated within the decision letter.
- 2.5. The award must be used for the purpose for which the application was made.
- 2.6. If the receiving organisation/group is unable to use the award for the stated purpose, all monies must be refunded to the Parish Council.
- 2.7. The completed application form must be signed and dated by a responsible person within the organisation.
Please ensure that the signatory is authorised to act on behalf of the organisation.

- 2.8. Acknowledge of Pegswood Parish Council's contribution must be recognised and displayed appropriately.
- 2.9. The award of a grant or subsidy one year will not set a precedent for further requests in future years.
- 2.10. The Parish Council reserves the right to request the repayment of any grant or subsidy where the application does not comply with these conditions.

3. Application Process

- 3.1. All applications for grants and subsidies shall be made on the Parish Council's application form, which must be completed in full. Any questions must be fully answered and any additional requested documentation must be provided at the time of the submission of the grant, to enable proper consideration. Additional information required (where applicable) will be:

Grants

- 3.1.1. A copy of the organisation's adopted constitution; and/or its aims and objectives; and/or its current business plan
- 3.1.2. A copy of the organisation's latest audited accounts, the name and qualification of the auditor
- 3.1.3. A copy of its latest bank statement, showing any reserves
- 3.1.4. A list of other grant applications made by the organisation in the past 6 months; those received, awaiting decision, and those refused and the reason why
- 3.1.5. Details of any 'self-help' arrangements i.e. membership fees or other fund raising activities
- 3.1.6. A detailed budget and business plan or feasibility study for any new initiative
- 3.1.7. Three separate quotations for work or supply of goods and services

Subsidies

- 3.1.8. Provide a full and detailed description of the services they provide to Pegswood residents, and how they consider these important for the community.
- 3.1.9. Demonstrate the need for financial assistance and identify where the money will be spent.
- 3.1.10. Provide details of salaries, payments to officers, expenses and any other fees, clearly shown within a statement of accounts.

- 3.1.11. Provide the level of any membership fee (if any) payable from the organisation's members.
- 3.1.12. Provide an annual statement, each year, clearly showing that the allocated money has been used for the purpose provided, and that the organisation remains committed to its stated aims and objectives.
- 3.1.13. Ensure that the annual statement clearly indicates the level of expenditure and income on the core activity.

Please ensure that all additional information is attached to your application. Failure to do so could result in your application being delayed or rejected by the Parish Council.

- 3.2. The applications will be considered by the Parish Council's Working Group in October, therefore applications for consideration must be with the Parish Clerk by **1 October** each year.

- 3.3. Where the Working Group considers that the information provided is insufficient to determine the awarding of a grant or subsidy it may either; dismiss the application; or invite the applicant to attend the Working Group meeting to provide supporting information to assist in making a recommendation to Council.

Please ensure that the contact details on the application form are correct and the right person is identified. Delays in communication or failure to attend the meeting would result in the failure of your application.

- 3.4. The Parish Council will agree all grant or subsidy applications at the next available full Parish Council meeting; during budget setting discussions.

- 3.5. Any successful award will be made available during April of the following year. Where the award exceeds £1,000 it will be paid in two tranches, April and October. Subsidies will be paid in April of each year.

- 3.6. Recipients of awards may be requested to acknowledge the grant or subsidy and any caveats placed upon the granting of financial assistance in writing.

4. Decisions

- 4.1. The Parish Council's decision on any application is final and there is no right of appeal.

4.2. The Parish Council reserves the right to decline any application without giving reasons for its decision.

4.3. The Parish Council will determine the amount of award, using the figure stated by the applicant only as a guide.

5. Monitoring and Evaluation

5.1. The development of a monitoring and evaluation system in respect of outcomes is an area of good management practice all voluntary organisations should be prioritising. The Parish Council would welcome the provision of findings from grant aided organisations or projects; as this may assist other applicants and enable the Parish Council to evaluate future applications for their effectiveness.

5.2. The administration of and accountability for any award shall be the responsibility of the recipient organisation. All awards must be properly accounted for and evidence of expenditure should be supplied to the Parish Council on request.

It is not just the role of a Parish Council to award grants. Where possible the Parish Council actively encourages organisations to seek grants from other agencies to finance activities and projects.

PEGSWOOD PARISH COUNCIL

APPLICATION FOR GRANT (Deadline 1 October)

To be completed in full and submitted with all supporting documentation required, as per the adopted Grants and Donation Policy of the Parish Council, a full copy of which is available on the Parish council's website www.pegswood-pc.gov.uk.

1. Your Organisation

Name of Organisation	
Contact Name and position	
Contact Postal Address	
Telephone Number	
Email Address	
Is the Organisation a Registered Charity? If so, what is its registration number?	Yes/No Charity No.
Date organisation established	
Purpose of the Organisation	
The number of Pegswood Parish residents that; (a) are members of your organisation* and/or (b) use the facilities/participate in activities you provide in the village*	
*SUPPORTING INFORMATION ATTACHED (as set out in the policy)	

2. Your New Project

<p>Please give details of the project (i.e. new event, activity or capital project)</p>	
<p>When will the project commence?</p>	
<p>What is the total cost?</p>	<p>£</p>
<p>How much would you require in grant from Pegswood Parish Council?</p> <p>What would this be used for (if capital, goods or services please provide 3 quotations)?</p>	<p>£</p>
<p>If the grant does not cover the whole cost, from whom will you source remaining funds?</p> <p>Have any funding applications been made for this project but were unsuccessful? If so, what were the reasons</p>	
<p>Who will benefit from the project? (Provide numbers and details of age groups etc. if applicable)</p>	

Checklist of supporting documents:

- | | |
|--|---|
| <input type="checkbox"/> Articles of Association/ Constitution | <input type="checkbox"/> Latest Bank Statement |
| <input type="checkbox"/> Last Annual Accounts | <input type="checkbox"/> Project budget and business plan |

Name and qualification of auditor	
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3. Your Statement of Understanding

I have read and understood the Pegswood Parish Council Grants and Donation Policy 2017 and agree that, should a grant be awarded, my Organisation will abide by all conditions outlined and so attached.

I am authorised to represent and make this application on behalf of the Organisation

I have completed all sections of the application form and supplied all additional documentation; and will supply any supporting information promptly if requested to do so.

Signed

Name

Date

Position in Organisation

Please return the completed form and supporting information to:

The Parish Clerk

Pegswood Parish Council, Union Buildings, Front Street, Pegswood NE61 6RG

Tel: 01670 514299

Email: office@pegswood-pc.gov.uk

Should you require any assistance in completing the application form or submitting your application and support documents please contact the Parish Clerk at the above address; or any Pegswood Parish Councillor.

PEGSWOOD PARISH COUNCIL

APPLICATION FOR SUBSIDY (Deadline 1 October)

To be completed in full and submitted with all supporting documentation required, as per the adopted Grants and Donation Policy of the Parish Council, a full copy of which is available on the Parish council's website www.pegswood-pc.gov.uk.

1. Your Organisation

Name of Organisation	
Contact Name and position	
Contact Postal Address	
Telephone Number	
Email Address	
Is the Organisation a Registered Charity? If so, what is its registration number?	Yes/No Charity No.
Date organisation established	
What are the aims and objectives of the organisation?	
The number of Pegswood Parish residents that; (c) are members of your organisation* and/or (d) use the facilities/participate in activities you provide in the village*	
*SUPPORTING INFORMATION ATTACHED (as set out in the policy)	

2. Your Core Activities

<p>Please give details of the services you provide</p>	
<p>Why do you consider these important to the residents of Pegswood?</p>	
<p>How much would you require in subsidy per annum from Pegswood Parish Council?</p> <p>What would this be used for?</p>	<p>£</p>
<p>How many years (maximum 3) would you require this subsidy?</p>	
<p>What would be the impact on your organisation should this subsidy not be awarded?</p>	
<p>Please advise of membership fee for your organisation (if applicable)</p>	<p>£</p>

Checklist of supporting documents:

- | | |
|--|---|
| <input type="checkbox"/> Articles of Association/ Constitution | <input type="checkbox"/> Latest Bank Statement |
| <input type="checkbox"/> Last Annual Accounts | <input type="checkbox"/> Project budget and business plan |

Name and qualification of auditor	
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3. Your Statement of Understanding

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I am authorised to represent and make this application on behalf of the Organisation

I have completed all sections of the application form and supplied all additional documentation; and will supply any supporting information promptly if requested to do so.

Signed

Name

Date

Position in Organisation

Please return the completed form and supporting information to:

The Parish Clerk

Pegswood Parish Council, Union Buildings, Front Street, Pegswood NE61 6RG

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