



Scarning Parish Council Grants Policy and Guidance Notes

Introduction

The Parish Council aims to support charitable and voluntary organisations that benefit the parish of Scarning.

Who can apply for a grant (Eligibility Criteria)

The Parish Council requires all applicants to comply with the following Eligibility Criteria. Please read the following carefully before submitting your application:-

- The applicant must be a properly constituted, 'not for profit' charity, voluntary, or community organisation/group
- The organisation/group must be able to demonstrate that any funding from the Parish Council will directly benefit a significant proportion of the residents of Scarning
- The organisation/group must have an active bank or building society account

Who is NOT eligible for a grant and therefore cannot apply

As examples, the Parish Council will not contribute toward projects which:-

- Benefit a single individual or a small number of individuals
- Contribute toward curriculum based school activities
- Contribute toward activities which are of a political or religious nature
- Contribute toward local or national appeals
- Contribute to organisations/groups whose main objective is to raise funds for other charitable organisations/groups, or whose fundraising is sent to their central HQ for redistribution
- Contribute to organisations/groups requesting funding for purposes that are the responsibility of statutory agencies
- Contribute to a business
- Contribute to projects that are eligible for funding from other local authority funding sources, unless there is match funding, in which case this should be stated on the Application Form.

How much can I apply for ?

Grants of up to £2,500 (with larger amounts available in exceptional circumstances) are available to support charitable or voluntary activities within the parish of Scarning. The Parish Council will consider each application on its merits and the sum awarded may vary from that

requested. For smaller grant applications (up to £500) please see our Community Grant Scheme.

When can I apply for a grant ?

Subject to the Council's available funds, applications are accepted at any time of the year, but are usually considered at the Council's meetings in April and September. **All applications must therefore be received by no later than 31 March (for April) and 31 August (for September).**

All applications must be received by the cut-off date and will only be considered provided the Parish Council has received all the necessary information. We would therefore advise you to submit your application within plenty of time.

Applicants are usually informed of the Council's decision within a week of the relevant Parish Council meeting and the grant monies are paid in May and October.

How do I apply for a grant ?

If you think you qualify for a grant, please complete our Grant Application Form and return it to the Council, together with the requested information (as below).

If you would like help with your application, please contact the Parish Clerk on 079938001056 or (scarningclerk@btinternet.com).

Conditions

Please note the following:-

- Where a grant is awarded towards a capital project, the organisation/group must be able to demonstrate it has clear plans for raising the full amount of the required finance. The Parish Council will NOT release funds until it is satisfied that plans are in place and confirmed.
- Funding must be spent within 12 months of any grant being made and for the purpose for which the grant was made.
- The organisation/group must provide the Council with a full set of audited accounts, together with a copy of the organisation/group's bank statements (for both current and savings accounts) at the start of the financial year and at the time the grant application is made.
- The Council reserves the right to request further information regarding the application form, accounts and bank statements.
- The organisation/group is required to provide a copy of its written constitution, together with details of its aims and purposes.
- The organisation/group must demonstrate a clear need for funding
- The organisation/group must demonstrate how its project will benefit a substantial number of the residents of Scarning

- Multiple applications within a 12 month period will not normally be considered unless there are extenuating circumstances
- Evidence of estimated expenditure must be supplied with the grant application
- **Please note that for any application over £1,000 you will need to provide the Council with at least three quotes from what the Parish Council considers to be reputable firms**
- The Parish Council reserves the right to inspect the purchase of equipment, furniture and so on, or any building work that has been carried out, to verify that the grant has been used for the agreed purpose.
- **Grants will not be made retrospectively for expenditure already undertaken or where a project has been completed.**

What happens after the grant has been made

Please note that the project for which any grant is made must be commenced within 12 months of receipt of the payment from the Parish Council.

The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period, or which have not been used for the agreed purpose of the grant.

Evidence of all expenditure in the form of invoices or receipts must be submitted to the Parish Council on request. **If the total amount of the invoices or receipts is lower than the amount of the grant, the Parish Council reserves the right to demand repayment of the difference.**

Any person/s, or organisation/group, found to be acting dishonestly or illegally in making an application or spending the grant monies will be reported to the Police, and the Parish Council will press for prosecution.

Promotion

The Parish Council will ask for recognition from successful applicants in the form of the promotion of the Parish Council's involvement on social media or any press release. The Parish Council will also recognise successful groups in its own reports to residents and on its website/social media.

Data Privacy

In submitting a Grant Application form, you give permission to Scarning Parish Council to use the information you provide:-

- for establishing your eligibility for and entitlement to a grant
- for enabling the Parish Council to administer and analyse your application

A copy of the Parish Council's Privacy Notice can be found on our website (scarningpc.info).

Agreed: April 2024. Review Date: April 2025.

Scarning Parish Council Grant Application Form

Please read the Guidance Notes prior to completing this form.

Please submit the completed Application Form to scarningclerk@btinternet.com, or the Parish Clerk, Oakleigh House, Shipdham Lane, Scarning, NR19 2LB.

Please complete all sections of this form.

Your Organisation

The name of your organisation/group

The name of the person making the application.....

Position within the organisation/group

Contact telephone number.....

Contact email address.....

Registered charity number of your organisation (where applicable).....

Year the organisation/group was established.....

How many members do you have ?

What percentage of members live in Scarning ?

What does your organisation/group do ? Please state its aims and objective. If you have a publicity leaflet, please attach this to your application

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Please give a summary of the activities your organisation/group has achieved during the last 12 months; or if you are a new organisation/group please give an idea of the activities you propose to undertake

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Grant request

Please state the amount you are requesting

What is the total cost of the project.....

What is the purpose of the grant (please give full details)

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How will your project benefit some or all of the residents of Scarning ? (Please give numbers/percentages where applicable.)

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If the grant does not cover the full cost of the project/equipment how will the rest of the cost be funded ?

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Are you obtaining funding from other sources ? If so, please provide details of the funding organisation/s and the amount of funding you have received/are applying for from each organisation

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What fundraising activities does your organisation/group undertake

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If you have previously received a grant from Scarning Parish Council in the past 3 years, please give details of the purpose of the grant and the amount received

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Supporting Information

Please enclose the following supporting material:

- The latest set of annual Audited Accounts for your organisation/group, together with up to date bank statements for both current and savings accounts. If a large reserve and/or surplus is indicated in your latest annual accounts, please explain why you are applying for additional funds
- Evidence of estimated or actual expenditure for the proposed project/activity from a reputable firm, contractor or supplier. **Please note that for any application over £1,000 you will need to provide the Council with at least three quotes from what the Parish Council considers to be reputable firms**
- A constitution or set of rules by which your organisation/group runs

Declaration

I declare that to the best of my knowledge and belief, the information given on this Application Form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process. I also understand you may ask for a short report of how the monies have been spent and for recognition of the Parish Council's involvement in the project/activity for which a grant has been made.

Signature
Name
Date