# SPROUGHTON PARISH COUNCIL GRANT POLICY & CRITERIA

## Policy

* 1. Sproughton Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which is within the boundaries of the legal constraints imposed on Parish Council Grants and will benefit the Parish by:
     1. providing a service
     2. enhancing the quality of life
     3. improving the environment
     4. promoting the Parish of Sproughton in a positive way
  2. The Parish Council will not award grants to:-
     1. Private individuals
     2. Commercial organisations
     3. Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
     4. “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
     5. Political parties
     6. Religious organisations, unless for a purpose which does not discriminate on grounds of belief
  3. Only one application for a grant will be considered from any organisation in any one financial year.
  4. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
  5. Grants will not be made retrospectively.

## Availability of Funds

The availability of funds to support voluntary activity is dependent on the Council’s overall financial position, the choices it makes when allocating its resources and legal limits on fund allocations imposed on Parish Councils. The Council will support direct financial support in the form of grants to eligible bodies. It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other organisations to finance projects.

## Eligibility

To be eligible for a grant from Sproughton Parish Council, your application should confirm that it fulfils the criteria below:

## Your Organisation

* + 1. Is formally constituted, or has a set of rules governing its management
    2. Holds its own bank account
    3. Has its own annual accounts, including an income/expenditure statement and balance sheet
    4. Has a Child Protection Policy (if you work with children)
    5. Has a Privacy Policy that is compliant with the GDPR
    6. Is based in and around Sproughton and delivering activities or services to Sproughton parishioners
    7. Is based outside of Sproughton but is providing activities or services not otherwise available to Sproughton parishioners

## Your Application

* + 1. Will benefit some or all of the residents of Sproughton
    2. If the grant application is for a project this will be supported by estimates for the costs
    3. If your application is not for a specific project please outline your proposals

## Application Procedure

Sproughton Parish Council has a duty to ensure that grants offer value for money:

* + 1. Grants will not be made to individuals
    2. Grants will not be made to groups without a bank account
    3. Eligible groups must be financially sound
    4. A clear benefit to some or all Sproughton residents is essential
    5. All applications (made on the application form) and supporting documentation must be sent to the Parish Clerk and must be received by end March or end September each year as grants are considered at two points in the financial year – April & October. Incomplete or late applications will not be accepted or considered but may be considered if re-submitted for the next grant consideration point 6 months later
    6. Successful applications will be advised as soon as possible after the council has considered all applications received.
    7. If a grant application fails to meet policy requirements it cannot be considered and the applicant will be informed as soon as this becomes apparent.
    8. The Parish Clerk can advise applicants regarding the policy requirements for an application during its construction.
    9. Grant applications are discussed and voted on in open public Parish Council Meetings and the applicant will be advised of the vote. For details of any related Council discussion the applicant should refer to the Parish Council Meeting minutes or may attend the meeting when they may also ask, or be invited, to speak’

3.3.10.The grant must only be spent for the purpose specified in your application.

3.3.11.If the application for a grant is successful the applicant should provide the Council

with a report showing how the money was spent at the Annual Parish Council meeting each year.