



Cofton Hackett Parish Council

## **COFTON HACKETT PARISH COUNCIL**

### **GRANT AWARDING POLICY**

**Reviewed and Adopted by Cofton Hackett Parish  
Council: 9<sup>th</sup> December 2019**

Each year the parish council reserves a sum of money to award grants to voluntary organisations and community groups that provide a service that benefits the residents of Cofton Hackett.

These grants are limited and can only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.

The Parish Council will consider applications for grants from voluntary groups or charitable organisations meeting within the parish boundary or within two miles of the parish boundary and having a significant number of parish residents in membership.

### **THE COUNCIL'S COMMITMENT**

Cofton Hackett Parish Council recognises that new community organisations often have difficulty obtaining funding from other sources and so will give special consideration to applications from such groups and will publicise the availability of grant aid via the media, website and publications.

The parish council is also committed to equal opportunities aiming to utilise the talents available from the local community, representing society as a whole.

1. Grant applications will be considered to fund:
  - (a) the purchase of equipment either in part or in full;
  - (b) unusual transport costs;
  - (c) necessary training;
  - (d) activities that raise the profile of the parish;
  - (e) a viable group or society experiencing a period of financial hardship;
  - (f) a special event or celebration.
  
2. Grant applications will not be considered to:
  - (a) support individual activities;
  - (b) support a general fundraising appeal.
  
3. Guidance for the Parish Council when considering grant applications
  - (a) Grant applications will be considered at the first scheduled Parish Council meeting following the tenth day after receipt of the application unless extra time is required to pre-assess the request or seek further supporting information.
  - (b) The applicant will be invited to address the Parish Council at that meeting.
  - (c) Grant support must fall within the current budget set aside by the Parish Council.
  - (d) The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £500.
  
4. Award Criteria - Each application will be assessed in terms of;
  - (e) How effectively the group will use the grant.
  - (f) How well the grant will meet the needs of the community.
  - (g) Whether the costs are appropriate and realistic.
  - (h) Level of contributions raised locally.
  - (i) If the applicant could have obtained funding from a more appropriate source.
  - (j) How the group is managed.
  - (k) How the grant positively benefits residents residing within the parish.
  - (l) Whether it meets equality social inclusion and community inclusion aims.
  
5. Guidance for voluntary groups or organisations seeking grant support
  - (a) Applications shall be sent to the Clerk, Cofton Hackett Parish Council.
  - (b) Applications to the Parish Council shall be made by the group's appointed

member using the application form provided by the Clerk.

- (c) Applications shall only be for qualifying activities described in section 1 above.
- (d) Applicants must have a bank account in the name of the organisation requesting the grant and should funding be approved then payment will only be made into this account and not a personal bank account.
- (e) Applicants must demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate.
- (f) Applicants shall enclose a copy of the statement of receipts and payments as evidence that the expenditure has been incurred.
- (g) Where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months shall be provided.
- (h) Within six months of receipt of grant funding applicants shall provide to the Parish Council a report of how the funding has been spent.

#### 6. Further Information

- (i) Applications cannot be made retrospectively for projects already completed.
- (j) It is expected that grant money will be spent during the year of receipt.
- (k) If the organisation dissolves, the Council expects the funds to be reimbursed.
- (l) The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- (m) There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision-making process. Priority will be given to first time applicants who fulfil the criteria.
- (n) The giving of grant aid in one year does not set a precedent for another year.
- (o) Recognition of the grant from Cofton Hackett Parish Council must be made in any publicity and acknowledged on any promotional documents.