

## Grants of Financial Assistance: Policy 2018

### **The Purpose:**

- To regulate the awarding of grants within an agreed procedure and timescale
- To set out criteria of eligibility

### **The Proposal:**

- **Community Benefit:** Applications shall only be considered if they demonstrate benefit to residents of King's Sutton arising from the service or activity for which a grant is being sought.
- **Limited Funding:** The maximum grant will be £1,000.00 in any financial year. However, where there is strong and proven support from residents, exceptional grants of up to £2,500.00 may be considered.
- **Who can Apply:** Not for profit, formally constituted groups which have their own bank account
  - Applications from new groups are still welcome but will need to submit details of planned objectives, with estimates of income/expenditure, names and addresses of those involved clearly identifying the management committee and/or trustees appointed.

**Note:** Applicants shall have appropriate levels of Public Liability Insurance in place

- **Assessment:** Applications will be considered at Meetings of the Finance Governance & Policy Committee, held 6 times per year, for recommendation to the next Ordinary Meeting of the Parish Council. Applications may be submitted to the Parish Office at any time.
- **Monitoring & Evaluation:**  
Within 6 months of the grant award the Parish Council would expect to receive:
  - a report on how the grant has been used and what outcomes have been achieved
  - a financial statement detailing how the grant was spent and applied
  - evidence of community benefit arising from the project for which the grant was made
- **Confidentiality:** The Parish Council will treat personal, financial and banking information provided by the applicant as strictly confidential. Similarly details of financial aid granted should be treated equally confidential by the applicant unless otherwise and mutually agreed.
- **How To Apply:**
  - Complete the application form with the following supporting information:
    - i) a copy of the group's constitution, rules or, for new groups, equivalent information
    - ii) a breakdown of project costs and or estimates
    - iii) a copy of the group's most recent audited accounts or, for new groups, estimates of income/expenditure
  - Return the application form and supporting information to the Parish Office

**Adopted:** 3rd April 2014

**Minute No.** 234.13/14

**Reviewed:** 17th March 2015

**Minute No.** FGP: 104.14/15C.

**Reviewed:** 15th March 2016

**Minute No.** FGP: 89.15/16

**Reviewed:** 21st March 2017

**Minute No.** FGP: 98.16/17C.

**Reviewed:** 20th March 2018

**Minute No.** FGP: 114.17/18B.

**Adopted:** 2nd April 2015 **Minute No.** 277.14/15B7.

**Adopted:** 7th April 2016 **Minute No.** 231.15/16

**Adopted:** 6th April 2017 **Minute No.** 196.16/19B.3.3.

**Adopted:** 5th April 2018 **Minute No.** 199.17/18B.5.1.

Signed: \_\_\_\_\_ Chairman