



GRANT AWARDING POLICY

Adopted at Annual Meeting 11 May 2016, minute A/4411(ix)

It is Potterspurvy Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Guidelines for Grant Applications:

- ❖ It is a condition of any grant application that the activity must bring direct benefit to the residents of the Parish.
- ❖ Grant applications will be considered from local voluntary and community groups and charitable organisations.
- ❖ Grant applications of under £1000 must be submitted in writing or by email to the Parish Clerk. Applications of £1000 or more must be submitted on the Potterspurvy Parish Council Grant Application Form to the Parish Clerk, details below.
- ❖ Grant applications will be considered at any time of the year.
- ❖ Grant applications will be considered by the full Parish Council at the next available meeting.
- ❖ Grant applications cannot be made retrospectively.

Grant Applications will be considered for the following purposes:

- ❖ Purchasing equipment.
- ❖ Running costs of a viable group which is experiencing hardship.
- ❖ Provision of recreational facilities.
- ❖ Activities raising the profile of the Parish.
- ❖ Special events or celebrations taking place within the Parish.

Conditions

- ❖ Grants will not be awarded to individuals.
- ❖ Only one application from a community or charitable group may be considered in any rolling twelve-month period, at the discretion of the Parish Council.
- ❖ The award must be used only for the purpose(s) stated in the application.

- ❖ Evidence of expenditure (receipts and invoices) must be supplied as requested. The Parish Council reserves the right to request a refund of monies spent, if unsatisfied with the evidence provided.
- ❖ Any unspent grant award must be returned to the Parish Council within six months of the grant being awarded.
- ❖ Donations to charities in response to general fundraising appeals will not be considered.
- ❖ Community organisations operating within the responsibility of a Statutory Authority are not eligible to apply.
- ❖ Grants will not be payable to or for any commercial venture for private gain.
- ❖ The size of any grant awarded is at the discretion of the Parish Council.
- ❖ The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.
- ❖ The Parish Council will not fund activities outside of its powers and functions.

Assessment criteria:

- ❖ How well the grant will meet the needs of the local community, providing positive benefit to the residents.
- ❖ How effectively the organisation/group will use the grant.
- ❖ Whether the costs are appropriate and realistic.
- ❖ What level of contribution has been, or will be, raised by other means?
- ❖ Whether the organisation/group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- ❖ How the organisation/group is managed, as indicated by its constitution/set of rules.

The Grant Application Form can be requested from the Parish Clerk, details below, or downloaded from the Parish Council website:

www.potterspurypc.org.uk

The Grant Application Form (£1000 or more) should be submitted by post or email to:

Mrs Jane Spence
 Parish Clerk
 Potterspurry Parish Council
 228 Park Lane
 New Duston
 Northampton NN5 6QW

Tel: 01604 587265
 Email: clerk@potterspurypc.org.uk