**ACLE PARISH COUNCIL GRANT AWARDING POLICY**

**Introduction**

Acle Parish Council (“The Council”) will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Acle Parish and for the benefit of Acle parishioners.

Consideration of an application does not imply that a grant will be forthcoming from the Council.

**Process**

The grant application (using the attached form) should be sent to the Parish Clerk for including in the meeting agenda, at least one week before the date of the meeting.

The Council will consider grant applications during a meeting, using the “Qualifying Applications” criteria for guidance.

* If an application is approved:
  + the Council will issue a cheque or authorise an online payment (payable to the group or organisation) for the sum agreed, which may not be the whole amount requested
  + the Clerk will record the transaction in the Council finances and will minute the decision
  + the Clerk will send the applicant the “conditions” as set out below
* If an application is refused:
  + the Clerk will advise the applicant accordingly
  + the Clerk will minute the decision

**Qualifying Applications**

To qualify for an award the applicant must be able to:

* + Show that the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners
  + Demonstrate that such funding will benefit the Parish or its parishioners
* Provide supporting information:
* A current bank statement for all accounts, the organisation’s latest accounts (a minimum of receipts and payments for the 12 months and, if possible, a balance sheet)
* A description of what the funds will be spent on and when
* Evidence of work done to identify best value for the grant:
* 2 quotes will be required for capital items over £500
* 3 quotes will be required for capital items over £1,000

Note: It is accepted that the cheaper option will not always be the best and the applicant can explain in the application why a more expensive option has been chosen, e.g. better delivery times, country of origin, reliability of supplier. The Council aims to support local businesses so please try to include a quote from a local company or tradesman

* Relate the application to one or more of the following:   
  - Purchasing equipment either in part or in full   
  - Funding transport to enable group members to partake in a group trip or outing   
  - Funding training activities, or to purchase the expertise of a trainer / facilitator   
  - Raising the profile of the group's work   
  - Covering running costs of a viable group experiencing a period of hardship  
  - Hosting special events or celebrations  
  - Providing recreational facilities

**Applications will not be considered in the following circumstances:**

* + The Council will not fund an activity / organisation which is the responsibility of another Statutory Authority
  + Applications from schools for an activity that takes place within the school day will not be considered
  + The Council will not fund activities outside its legal powers and functions
  + Applications for general fund-raising will not normally be considered

**Grant Conditions:**

1. Grant recipients must report (in writing – including email) how the grant was used

2. Grants will not be awarded to individuals

3. The grant must be used for the purpose for which the application was made

4. The grant must be returned to the Council if it cannot be used for the stated purpose within 6 months

5. All awards must be properly accounted for and evidence of expenditure, (copy invoice and a photo, were possible), should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded

Date of policy: November 2023  
Policy effective from: 27th November 2023  
Date for next review: November 2026

Signed: Angela Bishop Dated: 27th November 2023

**ACLE PARISH COUNCIL: APPLICATION FOR GRANT AID**

Name of organisation and status (charity, trust etc) :

Charity Registration Number if applicable:

Address for contact :

Phone number:

Email:

In what ways does your organisation benefit people in Acle? Please use a separate sheet if more space is required

Amount requested from Acle Parish Council: £

What will this money be used for? Please indicate specific expenses that the grant will be used to cover and how it meets our criteria. Please do not state ‘general maintenance’, or ‘for funds’. Please send copies of the quotes obtained.

How much money do you need to raise overall?

How much have you raised already?

What other sources of funding have you applied for and when do you expect to hear back? Continue overleaf if necessary.

……………………………………………………………………………………………..

By signing below we agree to send feedback within six months from the decision date on how the grant has helped the organisation, to allow the Parish Council to monitor the effectiveness of its grants for its parishioners. Evidence of the expenditure will also be provided.

Applicant’s signature : Date:

Role in organisation:

…………………………………………………………………………………………………

For Parish Council Use

Decision by PC: Date:

Any conditions to be placed when making donation :