



Long Melford Parish Council

Grant Awarding Policy

Criteria

Using certain legal powers, Long Melford Parish Council has a small budget for the award of grants that benefit the local community. Whilst the funds available are limited and competition for funding is high the council welcomes applications from worthy non-profit / charitable organisations.

The Council determines annually how much, in financial terms, it will devote to grants. Applications for funding from this allocation need to be made by 1st July and will be assessed by the Council's Finance Committee against strict criteria. The Council reserves the right to reject or reduce the awards made.

On the basis that applications will not be considered from private organisations operated as a business to make a profit or surplus, the following principles will apply:

- Grants will not be made to projects that discriminate on any grounds.
- Grants will not be made to individuals.
- Grants will not be made retrospectively.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project. **Grants will only be provided that are for the benefit of the local community.**
- An organisation should have a bank account in its own name with two authorised representatives required to sign each payment (cheque).
- The administration of and accounting for any grant shall be the responsibility of the recipient. **All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.**
- Only one application for a grant will be considered from each organisation in any one financial year.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits at the recommendation of the Finance Committee/Full Parish Council.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.



- **Any grant, as clearly invoiced to the Council, must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.**
- The Council may make an award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- The awarded body will acknowledge the receipt of the grant in ways to be agreed with the Council including press releases, publicity, photographs etc.
- Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137, or its capabilities under the General Power of Competence.

Application

Local voluntary / charitable groups seeking funding for a specific project are to submit an application form. This, along with any supporting paperwork needs to be forwarded to the Parish Clerk as indicated on the form.

The maximum grant available for award is £1,500. The award should not be for any more than 75% of the total cost of the identified project.

Applications will be considered by the Finance Committee or Full Parish Council in accordance with the above criteria and as deemed to be of benefit to the local community.

The decision will be advised as soon as possible following the parish meeting to discuss the award.

Should you require any advice with your application then please contact:-

Parish Clerk,
Long Melford Parish Council,
1 Milestone House,
Hall Street,
Long Melford,
Suffolk
CO10 9HZ

Email: clerk@longmelford-pc.gov.uk

Tel: 01787 378084.

www.longmelford-pc.gov.uk



LONG MELFORD PARISH COUNCIL

Application for grant by charitable, voluntary or other organisations

Part 1 – Details about your organisation

Name of organisation:	
Name of Secretary / Treasurer::	
Address:	
Tel:	Email
<i>This address will be used for correspondence and remittance of any approved grant</i>	

How is the organisation established? (please circle / delete)			
a) Incorporated by Royal Charter?	Yes/No	Registered as a Friendly Society?	Yes/No
b) Incorporated under Companies Act?	Yes/No	By affiliation to any national body?	Yes/No
c) Registered as a Charity?	Yes/No	Deed of Trust?	Yes/No
Charity No:		Other? (Please specify below)	

What are the objectives of the organisation?	
Does the organisation carry out any trading activity with a view to profit (or propose to commence any such activity) other than general fund raising events?	Yes / No
If Yes, please supply details together with the latest Trading and Profit & Loss account on a separate sheet.	
Does the organisation have a membership?	Yes / No
If Yes, please state the current subscription income and number of members:-	
Subscription income	£
Number of members	

I/We enclose herewith the following documents. (Please tick those which have been submitted)	
Copy of the Constitution ()	Copy of the latest Annual Report to members ()
Copy of latest audited accounts and balance sheet ()	Other relevant material in support of application ()



Part 2 – details relating to your application

In making an application for a grant, the Council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report

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For what specific project are you now seeking the Council's assistance?

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Please specify:-

Total estimated cost	£
Dates scheduled to commence and complete	
Amount already available	£
Amount expected to be available at commencement	£

Please tell us below of other applications for grants for this project

Name Body:	Amount applied for:
	£
	£
	£

How much grant are you requesting from Long Melford Parish Council? £

(Please note that the maximum is £1,500 and the grant must not equal more than 75% of the total cost)

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What do you see as the benefits that will be obtained by the parishioners of Long Melford on completion of the project?			
If the Parish Council is unable to grant funding for this project, or grant anything other than the full amount requested, will this work still go ahead? If necessary add notes below.			Yes / No
I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.			
Signed:		Date:	
Capacity signed in:			

Note: Any cheque will be made payable to the name of the organisation and sent to the Secretary / Treasurer named in Part 1 unless otherwise stated.

Please return the completed application and supporting documents to:
 Parish Clerk, Long Melford Parish Council, 1 Milestone House, Hall Street, Long Melford, Suffolk CO10 9HZ
 Or email clerk@longmelford-pc.gov.uk

If you have any queries with this application, please contact the Clerk on 01787 378084.