

Long Melford Parish Council

The Parish Offices
Cordell Road
Long Melford
Suffolk CO10 9EH



Grant Awarding Policy

Version 1.2, August 2022

Long Melford Parish Council

Grant Awarding Policy

Criteria

Long Melford Parish Council may allocate a budget every year for the awarding of grants that benefit the local community. While the funds available are limited and competition for funding is high, the Council welcomes grant applications from local non-profit community, voluntary, and charitable organisations.

The Council will determine annually how much of its available funds it will allocate to grants, and applications for funding from this allocation will be assessed by the Council against strict criteria. The Council reserves the right to entirely reject any grant application, or to make an award that is lower than the sum requested.

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 applicant organisation must 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. **As a condition of grant provision all awards must be properly accounted for, and evidence of expenditure must be supplied to the Council on request.**
- Ongoing commitments to award grants or subsidies for the same project or requirement in future years will not be made. A fresh application will be required each year.
- Each application will be assessed and decided on its own merits by the Full Council.
- The Council may make the award of any grant or subsidy conditional upon 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 provided 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. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded unless the written approval of the Council has been obtained that a specified grant balance may be retained for future use.**
- The Council may make an award of any grant or subsidy as it considers appropriate in the event of any unforeseen, urgent event.
- The grant recipient organisation 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 Section 137 Local Government Act 1972, or capabilities under the General Power of Competence, as applicable.

Grant Applications

Local non-profit community, voluntary, and charitable organisations seeking funding for a specific project must complete and submit an LMPC Grant 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 will be for no than 75% of the total cost of the identified project.

Applications will be considered by the 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 Council meeting to discuss the award. The Council's decision regarding a grant application will be final.

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

The Parish Clerk
Long Melford Parish Council
Cordell Road
Long Melford
Suffolk CO10 9EH
Email: clerk@longmelford-pc.gov.uk
Tel: 01787 378084

Application for Grant by Non-Profit Community, Voluntary, and Charitable Organisations

Part 1 – Details about your organisation

Name of organisation:	
Name of Secretary / Treasurer:	
Address:	
Tel:	Email:
<i>The above details will be used for correspondence and the remittance of any approved grant</i>	

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

What are the objectives of the organisation?			
Does the organisation carry out any trading activity with a view to profit (or does it propose to commence any such activity) other than for 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	£	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

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

Please specify:-

Total estimated project cost	£
Dates the project is scheduled to commence and be completed	
Amount already available	£
Amount expected to be available at commencement	£

Please tell us below about any other applications for grants for this project

Name of Body:	Amount applied for:
	£
	£
	£
How much grant are you requesting from Long Melford Parish Council?	£

(Please note that the maximum grant available is no more than 75% of the total estimated project cost)

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 provide grant funding for this project, or awards a sum lower than the full amount requested, will the project still go ahead? If necessary add notes below.			Yes / No
I submit this application on behalf of the applicant organisation and believe all statements made to the Council in relation to it are true.			
Signed:		Date:	
Capacity in which signing:			

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 requested in writing.

Please return the completed application and supporting documents to:

The Parish Clerk
 Long Melford Parish Council
 Cordell Road
 Long Melford
 Suffolk CO10 9EH

or by email to: clerk@longmelford-pc.gov.uk

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