

# Sourton Parish Council Grant Scheme – September 2020

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## 1. Introduction

- 1.1 Sourton Parish Council has a commitment to encourage, support and promote volunteer organisations and charities within Sourton parish for the benefit of the community. The Parish Council makes an annual budget provision for Community Grants to help meet its aims.
- 1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

## 2. Grant Scheme

The Parish Council operates one grant scheme:

- 2.1 The **Grants Scheme** is for individual grants of a value up to £300.

## 3. Eligibility

- 3.1 The scheme is open to: Community Organisations, Local Charities and Community Interest Companies.
- 3.2 **Organisations must have a bank account in their own name.**
- 3.3 Projects must deliver a benefit to the residents of Sourton Parish
- 3.4 The Parish Council will not fund: individuals, hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links. This is not an exhaustive list and may be amended at the Council's discretion.
- 3.5 **The Parish Council will only consider one application from an organisation within any financial year.**

## 4. Applying for a Grant

- 4.1 Applications should be made on the application form available on the Parish Council website ([www.sourtonpc.org.uk](http://www.sourtonpc.org.uk)) and include all information requested on the form. An application will not normally go to Council until all required information has been provided. Copies can also be sought from the clerk on **parishclerk@sourtonpc.org.uk**
- 4.2 Applicants will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. New/start-up organisations should submit a financial statement containing their proposed budget.
- 4.3 Where expenditure on a single item would exceed £200 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.
- 4.4 For the purchase of items, consideration should be given to the Parish Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Parish Council can reclaim VAT for items purchased which are gifted as grants.

## 5. Grant Award Process

- 5.1 Grant applications will be considered at any meeting of the year by the council if received 2 weeks prior to the next meeting.
- 5.2 The council will evaluate applications based on need, merit and contribution to the local community and should provide a cost-effective use of funds.
- 5.3 The Parish Council seeks to provide grants which meet at least one of the following outcomes:
  - a. **Provides new opportunities/services within Sourton community.**
  - b. **Provides improvement to existing assets or services which will benefit a significant percentage of residents**
  - c. **Enhances the environment, wildlife and biodiversity or addresses the environmental impact of Sourton parish.**

## 6. Grant Evaluations

- 6.1. Recipients receiving a grant shall provide information within twelve months of receipt of the grant as part of the council evaluation.
- 6.2. Receipts for all expenditure above £50 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

## 7. Conditions of Grants

An application under the scheme shall indicate agreement to the following conditions.

- 7.1 Recipients shall complete an evaluation as required within 12 months of receipt. **The Council reserves the right to reclaim funds not spent in accordance with the approved grant** application, left unspent after one year of receipt or in full/partially for breach of conditions.

- 7.2 Recipients are expected to positively promote the Council
- 7.3 Recipients should acknowledge the financial support received from the Council in press releases and publicity.
- 7.4 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 7.5 The Council may apply any additional conditions it deems necessary as part of the grant award.
- 7.6 The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

## 8. **Receipt of Grant**

- 8.1 A grant award **must only be used for the purpose stated on the application**. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Sourton Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.
- 8.2 Payment by cheque shall be made to the organisation within four weeks from approval.
- 8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

## SOURTON PARISH COUNCIL

### Annex A - Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Sourton Parish Council, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB, or email to parishclerk@sourtonpc.org.uk

Name of organisation	
Applicant's contact details	
Position within organisation	
Telephone	
Email	
Is your organisation a registered charity?	
If yes, charity number	
Project for which grant is required?	
Total Cost of project	
Have any funds been requested from other sources?	
Amount requested. Was that application successful?	
Amount of grant requested from Sourton Parish Council	
When are the funds required?	
Details of the bank account to receive the grant funds	Account name: Sort Code: Account Number: