



KINGSTHORPE PARISH COUNCIL

GRANTS POLICY

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AWARDING GRANTS

Kingsthorpe Parish Council has discretion to award grants to community organisations and individuals which can evidence a clear need for financial support and demonstrate it contributes towards the vision and aims of the Parish Council.

The Parish Council will consider a request for free use of council resources as a “contribution in kind” and this policy will be followed. Organisations may wish to note that contributions in kind are considered as match-funding by most grant awarding bodies.

Policy

- 1.1 Every application shall be considered on its own merit
- 1.2 The applicant must clearly demonstrate how the application will be of benefit to the community
- 1.3 The organisation must be non-profit making and/or hold charitable status
- 1.4 Only one application will be considered from an organisation in a financial year
- 1.5 Applicants must clearly demonstrate why they need funding
- 1.6 Organisations will be required to supply two years of accounts to demonstrate that they have suitable governance procedures in place to manage use of public resources and that they do not hold excessive reserves. Organisations with less than two years accounts will be considered at the Council’s discretion
- 1.7 A grant will not normally exceed 50% of the applicant’s costs
- 1.8 Grants will not be made for retrospective applications
- 1.9 Grants will not be made to fund:
 - Activities promoting religious or political beliefs
 - Improvements to places of worship unless other community facilities are provided. Capital projects within schools or hospitals.
 - Organisations which aim to distribute a profit
- 1.10 Where an organisation requests funding over a period of years, they will be required to submit annual applications
- 1.11 The Parish Council must be credited in any publicity arising from the award of a grant
- 1.12 Once the grants budget has been spent in any year the Council will not entertain further applications unless the Council considers the application is of special merit

Procedure

- 2.0 A grants budget will be set annually
- 2.1 Subject to funds being available, applications will be considered by the throughout the financial year, subject to 1.12 above.
- 2.2 The scheme will be publicised as appropriate.
- 2.3 Applications must be made on the Council’s application form

- 2.4 If an applicant requires planning permission to complete their project, no monies will be released until planning permission has been granted
- 2.5 Grants will not normally be awarded in excess of £2,000. In exceptional circumstances where the council considers the project is of significant long-term benefit to the residents of Kingsthorpe grants may be awarded in excess of £2,000
- 2.6 Where a grant is awarded in excess of £2,000 the applicant will be expected to submit a five -year business plan and a five-year cost plan in addition to the information requested on the application form
- 2.7 Where a grant of more than £2,000 is awarded, the applicant will be required to enter into a partnership agreement with Kingsthorpe Parish Council detailing how the grant will be spent and detailing the reporting mechanisms and governance arrangements with Kingsthorpe Parish Council
- 2.8 All organisations given grants will be asked to report to the Annual Parish Meeting, showing how the money has been spent and the benefits the grant has provided

Notification of Grant

- 3.0 Applicants will be informed of the council's decision after the meeting
- 3.1 The decision-making process could take 10 weeks from receipt of application

KINGSTHORPE PARISH COUNCIL

GRANT APPLICATION FORM

Date of Application	
Name of Applicant	
Name of Organisation (if applicable)	
Contact Name (if different to above)	
Contact Telephone Number	
Is the applicant: A non-profit organisation, A registered charity (Please supply your charity number) Intending to apply for a charitable status, Individual, Or Other (please state)	
What are the aims and objectives of the application (Mission Statement)?	
If you are applying on behalf of an organisation, please give details of your organisation's membership and the geographical area the organisation covers / draws its membership from	
If you are applying on behalf of an organisation is the organisation's membership restricted in any way?	
The amount that you are applying for (£) If you are applying for a grant of more than £2,000 you should submit a five-year business plan and financial forecast. (please see our grant awarding policy)	

<p>How would the grant be used? Please give details of a specific project / event:</p>	
<p>How will this grant benefit the local community? E.g., supporting older residents, or promoting musical or sporting excellence.</p>	
<p>Have you, or do you intend to apply for grant support, or have you been refused a grant from any other source? Please list:</p>	
<p>Please can you supply some background information about the Project (Include leaflets, brochures, etc.)</p>	
<p>Please advise the proportion / number of beneficiaries of the project living in Kingsthorpe</p>	
<p>Will there be an opportunity for media coverage? (Press release / photo call)</p>	
<p>Evaluation Report (Please use separate sheets if necessary)</p>	

Please refer to our Policy on Awarding Grants when filling in this form.

Your time and effort in completing this form will assist the Council to consider your application.

Please return completed forms to: Parish Clerk, clerk@kingsthorpe-pc.gov.uk

For queries, please call 01604 979460