

Owston Ferry Parish Council

GRANT POLICY AND GUIDANCE

Fund Criteria

Owston Ferry Parish Council awards grants annually at its discretion to local organisations who can clearly demonstrate a clear need for financial support which directly benefits Owston Ferry Parish and its residents by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting Owston Ferry in a positive way.

Grant Fund

Applications will only be considered if an organisation can be described as one of the following:

- An organisation serving the needs of the residents of Owston Ferry Parish.
- A project or event requested by a resident(s) of Owston Ferry Parish which will be for the benefit of the local community.
- An Owston Ferry Parish-based Club, Association or Charity serving a specific section of, or the Community as a whole.

Process

Groups will apply to the fund using the Parish Council's Grant Application Form.

Groups must supply the following accompanying documentation:

1. A copy of the most recent accounts, including an up to date balance sheet. Groups requesting larger grants must provide a copy of the latest audited accounts.
2. A copy of the constitution or rules of the group.
3. The grant application must be specific what the grant will be used for and a quotation or proforma invoice supplied to cover the amount of the grant requested.
4. Provide proof that the group has a bank account with two signatories who are unrelated and do not live at the same address.
5. Provide a 12 month forward plan (activities and finance) and a business plan where larger grants are requested.
6. Evidence of the applying body's efforts to raise the funding themselves.
7. Evidence of financial need.

All applications will be considered with regard to financial stability of the group and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.

Where possible, groups will be expected to contribute some of their own funds to the project or other costs although a set percentage is not specified.

Where partnership funding is being sourced outside the Council's area, the Council would wish to see that such funding has been secured prior to awarding a grant.

Conditions of Grant

Groups can only apply once per year but may bid for a number of elements of a project in that application. A maximum of £500 may be awarded in any one application but this may be increased at the discretion of the Parish Council.

Expenditure made or invoices received prior to the date of the application will not be considered for payment.

If successful in securing a grant, the organisation will report back to the Council within 6 months of receipt of the grant. Applicants must clearly demonstrate that any money awarded has been spent on the project detailed on the application form by providing copies of paid invoices dated within 6 months of the grant being awarded. The Parish Council reserves the right to re-coup the sum given if proof is not provided.

If expenditure of the grant is likely to be delayed the Parish Council must be notified at the earliest opportunity giving the reason why and an expected date of completion of the project.

All grant funded projects must be open to inspection by the Council's officer.

All premises, contents and facilities supported by the grant must be adequately insured at all times.

All other fundraising must be clearly detailed on the grant application form.

If any group/organisation cease to exist assets purchased with any grant awarded will become the property of the Parish Council.

Recognition of the support received from Owston Ferry Parish Council must be displayed on all appropriate written materials eg posters, leaflets, programmes, reports, newsletters and on any web based or social media marketing.

Data Protection

All data regarding grant funding will be kept and used in line with our current Data Protection Policy.