CENTRAL SWINDON NORTH PARISH COUNCIL

GRANTS POLICY

Change Log		
Review Date	**Action**	**By Whom**
July 2024	Review	GB
September 2026	4	RW

1 WHO CAN APPLY
Local community groups, voluntary organisations and charities which must be of a non-commercial nature.

The group or charity must be based in the Parish of Central Swindon South or within the immediate vicinity of the parish. Regardless of location, any grant application must be seen to be of benefit to residents of the Parish of Central Swindon South. National or regional organisations will not be considered.

2 HOW MUCH CAN BE APPLIED FOR
Central Swindon South Parish Council will award grants that fit the guidelines below up to the maximum value as follows;

- £1,000 for any qualifying grant
- £2,000 for any qualifying grant where the additional £1,000 can be match funded by the applying organisation or another source.

3 HOW CAN THE GRANTS BE USED AND HOW ARE THEY DECIDED
Grants can normally only be used for capital projects, seed funding for start-up projects and not for revenue support.

Only one grant per applicant will be given by the Council in a financial year.

Grants to an organisation for the same purpose can only be made for two consecutive years.

The Finance & General Purposes Committee has been delegated authority to make the decision whether a grant will be made.

Grants can only be given up to the amount held in the budget for grants, which is agreed by Full Council as part of the budget process. Unspent grant budgets from a previous year can be held in a fund to be used in the following financial year.

An organisation will be required to provide a copy of their signed, certified and audited accounts for the last year and their budget for the current year prior to their grants being considered.

4 WHEN AND HOW SHOULD AN APPLICATION BE MADE
The Council will accept applications in throughout the year. These grants will be paid out on receipt of a signed contract.

All applications are to be made on a form that can be obtained from the Clerk or downloaded from the website.

5 WHAT IS REQUIRED WITH THE APPLICATION

- Full and complete copies of your signed, certified and audited accounts for the last year. If your organisation has been in existence for less than that period, copies of your bank statements for last 3 months.
- A detailed budget plan and supporting evidence.
- Evidence of other awards towards the project, eg lottery funding, other bodies.

6 WHAT WILL NOT NORMALLY BE FUNDED

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

7 GRANT CONDITIONS

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.
- More than one project may be comprised in a single grant application.

Should any of these conditions not be met it could result in the award being withdrawn and future grant applications being refused.

8 SUCCESSFUL GRANTS

The grant recipient will be required to inform the Parish Council of full details of how the grant was spent.