

13 GRANTS

- 13.1 The aim of the Parish Council Grants Policy is to make it easier to support groups large or small who wish to enhance and make better the lives of Parish residents and the local landscape through their ideas and actions.
- 13.2 Groups within the Parish can apply for Parish Council grants. Those outside the Parish who can demonstrate a benefit to the inhabitants will also be eligible to apply.
- 13.3 The grant fund will support both capital and revenue projects. Grants up to £5,000 may be applied for.
- 13.4 Groups should initially express an interest in applying for a grant by letter or email to the Parish Council Clerk, giving brief details about how much is being requested and what the funds would be used for. Depending on the expression of interest, groups will then be sent an appropriate application form, and may be asked for supporting documentation.
- 13.5 Groups will be expected to show a breakdown of costs for their project, and provide receipts for funds granted and then spent. Following the award of a grant groups are required to report back to the council on the success of the project and how it has benefited the parish.
- 13.6 Groups may apply for grants at any time, though only once per year (1st April – 31st March). If all documentation is in place, the Council will attempt to consider the application at the next meeting after the application has been received.
- 13.7 All applications will be considered on their own merits.
- 13.8 Where partnership, or matched, funding is being sourced outside the Parish, the Council would wish to see that such funding has been secured. In cases where the project is unsuccessful the grant will be recalled by the Parish Council unless the group can demonstrate that their project is viable and the grant spent on the purpose originally intended and applied for.
- 13.9 Retrospective applications (i.e. for projects already completed) will be allowed. The Council will decide at the time of the application whether the project was urgent and also consider the financial situation of the group at that time.
- 13.10 Council reserves the right to place conditions on any grant offered if it sees fit.

ST BRIAVELS PARISH COUNCIL
Grant Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and how it will benefit the Parish residents and/or landscape.	
How much are you asking the Council for? (Please include VAT if applicable)	
If you are applying for other funding could you please indicate the name of the funder and the amount requested. Please indicate if this other fundraising has been successful.	
What kind of group or organisation are you? e.g. informal, charity, school, community organisation,	

Supporting documentation requested

<u>Documentation</u>	Requested by Council	Supplied by Applicant
A copy of the constitution or rules of the group		
Proof that the group has a bank account with two signatories		
A copy of the most recent audited accounts, including an up to date balance sheet		
A 12-month forward plan (activities and finance) and where larger grants are requested a business plan will be required		
Evidence of planning permission (if necessary)		
Quotes for capital items and works over £500		
A copy of 3 most recent bank account statements		

Please return via:

Via Email to: stbriavelsclerk@outlook.com

In writing to: Clerk to St Briavels Parish Council
Mrs Ursula Deighton
Purlieu Farm
Blakeney
Forest of Dean
GL15 4LW