## AUDLEM PARISH COUNCIL
### POLICY FOR THE AWARDING OF GRANTS

Set out below are the aims of conditions of grant aid to local organisations by the Parish Council. Applicants accepting grants are deemed to have accepted the terms of this Policy. All grants are entirely at the discretion of the Parish Council.

<table>
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<tr>
<th><strong>Who can apply?</strong></th>
<th>Voluntary and community groups and organisations within the civil parish of Audlem</th>
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| **What can it be used for?** | • To enable local people to participate in voluntary groups and activities  
• To help Audlem’s voluntary and community groups to improve the impact on the community  
• To ensure the provision of services needed by the residents of Audlem via the voluntary sector  
• To support organisations which meet the needs of people experiencing social and economic difficulties  
• To ensure that there is equality of access and opportunity for all Audlem’s residents to the services it provides and funds  
• To improve or enhance the local environment |
| **What/who is excluded from the grant scheme?** | • Organisations that do not provide a service to the community in Audlem  
• General national appeals or charities  
• Statutory organisations  
• Political groups or activities promoting political beliefs  
• Religious groups or the promotion of religious beliefs  
• Arts & sports projects with no community or charitable element  
• Retrospective applications  
Note: The Parish Council does not support basic running costs i.e. room hire for any organisation |
| **How often can the same organisation apply for grant?** | Not more than once for any single project or activity in the same financial year. The Parish Council year runs from April to March. |
| **General points and principles** | • The maximum grant payable is £1,500.  
• Payments can only be made to organisations or partnerships not to individuals |
| The Process To apply: | • All applications must be made on the Grant Application form, signed by two officers of the organisation and submitted to the Parish Clerk.  
• The form must be accompanied by the organisation’s previous year’s signed accounts and balance sheet. Supplementary information may be required e.g. current bank balances or quotations. **Please note that accounts should be signed by 2 officers of the organisation and audited if appropriate.**  
• The Clerk will be responsible for scrutinising financial information in the first instance to ensure completeness. All applications will then be reviewed by the Finance Subcommittee before being considered by the Parish Council.  
• Applicants will be advised at which Parish Council meeting the application will be considered and will be advised within 5 working days of the meeting of the outcome.  
• Written acknowledgement of receipt of the grant is required.  
• Upon completion of the project the Council requires a written statement with photographs, if appropriate, of how the grant was used. This should be provided within 6 months of the award.  
• Where applicable the Council should be given credit for supporting the project  
• Unspent monies must be returned to the Council either upon completion of the project (or that part of the project for which funding was granted) or by a date specified in writing by the Parish Council, whichever is the sooner. |
| --- | --- |
| Assistance will be given on the basis of need, merit and contribution to the local community and availability of funds  
• Applicants must clearly show how any assistance given will benefit the people living in Audlem or will benefit the environment of Audlem  
• In the case of larger grant applications (>£1,000) applications demonstrating support from other organisations will be more likely to succeed.  
• Evidence of fundraising initiatives and/or use of volunteers will benefit any application.  
• There can be no presumption that funding will continue on a year to year basis. |
This Grant Application Policy is fully supported by all Members of Audlem Parish Council.

This Grant Application Policy was agreed at the Audlem Parish Council Meeting held on:

Date: 16th July 2018

Signed: Geoff Seddon (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Date: 16th July 2018

Original signed copies held on file by the Parish Clerk.