

Carbrooke Parish Council Grants Policy

1 Policy Statement

1.1 The Parish Council aims to support charitable and voluntary organisations that benefit the parish of Carbrooke.

2 Who can apply for a grant ?

2.1 The Parish Council requires all applicants to comply with the following eligibility criteria. Please read carefully before submitting your application.

- The applicant must be a properly constituted, non-profit charity, voluntary or community group
- The applicant must be able to demonstrate that any funding from the Parish Council will directly benefit a significant proportion of the residents of Carbrooke
- The applicant must have an active bank or building society account, and be able to provide the Council with at least one full year's audited accounts, together with bank statements for both current and savings accounts

3 Who is NOT eligible and therefore cannot apply:-

3.1 As examples, the Parish Council will not contribute toward projects which:-

- Benefit a single individual or a small number of individuals
- Contribute toward curriculum based school activities
- Contribute toward activities which are of a political or religious nature
- Contribute toward local or national appeals
- Contribute to organisations/groups whose main objective is to raise funds for other charitable organisations/groups, or whose fundraising is sent to their central HQ for redistribution
- Contribute to a business

4 How much can I apply for ?

4.1 Grants are available up to £1,000 (with larger amounts available in exceptional circumstances and on a per case basis) to support charitable and voluntary activities within the parish of Carbrooke.

4.2 The Parish Council will consider each application on its merits and the sum awarded may vary from that requested.

5 How do I apply for a Grant ?

5.1 If you think you qualify for a grant, please complete our Application Form and return it to the Council, together with the information below.

- A set of audited accounts for both current and savings accounts

- A copy of the organisation's bank statement at the start of your financial year and at the time the grant application is made
- A copy of the organisation's written constitution, together with details of its aims and purposes

6 When can I submit my application ?

6.1 Subject to the Council's available funds, applications are considered throughout the course of the year. Applications will be considered at the next full Council meeting provided the application is made within five working days of the date of the meeting and provided the Council has received all the necessary information. Applications will only be considered provided the Parish Council has received all the necessary information. We would therefore advise you to submit your application within plenty of time.

7 Who can I contact if I need help with my application ?

7.1 Please contact our Parish Clerk by email at clerk@carbroke-pc.gov.uk, or 01362 687492.

8 When will I be notified of the Council's decision ?

8.1 Applicants will be notified of the Council's decision following the meeting.

9 What happens after my organisation receives a grant payment ?

9.1 Please note that any grant awarded by the Parish Council must be spent within 12 months of receipt of the Council's payment.

9.2 The Council reserves the right to demand repayment of any monies which have not been spent within 12 months of receipt of its payment, or which have not been spent for the purpose for which the grant was made.

9.3 Please note funding will not be made retrospectively.

9.4 The Council will require copies of invoices and/or other documentation as evidence of expenditure.

10 Conditions

10.1 The Council reserves the right to request further information regarding the application form, accounts and bank statements.

10.2 Where a grant is awarded towards a capital project, the organisation must be able to demonstrate it has clear plans for raising the full amount of the required finance. The Parish Council will not release funds until it is satisfied that plans are in place and confirmed.

10.3 Funding must be spent within 12 months of any grant being made and for the purpose for which the grant was made.

10.4 Organisations are not restricted to the number of grant applications submitted to the Council. However, the Council will take into consideration all previous applications.

10.5 The Parish Council reserves the right to inspect the equipment, furniture and so on, or any building work that has been carried out, to verify that the grant has been used for the agreed purpose.

11 Promotion

11.1 The Parish Council may ask for recognition from successful applicants in the form of the promotion of the Parish Council's involvement on social media or any press release.

11.2 The Parish Council will also recognise successful groups in its own reports to residents and on its website/social media.

12 Data Privacy

12.1 In submitting a Grant Application form, you give permission to Carbrooke Parish Council to use the information you provide:-

- for establishing your eligibility for a grant
- for enabling the Parish Council to administer and analyse your application

12.2 A copy of the Parish Council's Privacy Notice can be found on our website (carbrookepc.info).

Carbrooke Parish Council Grant Application Form

Please complete all sections of this form and return to the Council by email to clerk@carbrooke-pc.gov.uk or to Oakleigh House, Shipdham Lane, Scarning, NR19 2LB.

Your Organisation:

The name of your organisation in full

The name of the person making the application

Position within the organisation

Contact telephone number

Contact email address

Registered charity number of your organisation (where applicable)

Year the organisation was established

How many members do you have ?

What percentage of members live in Carbrooke ?

What does your organisation do ? Please state its aims and objectives

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Grant request

Please state the amount you are requesting

What is the total cost of the project

What is the purpose of the grant

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Please explain how your project will benefit a substantial number of the residents of Carbrooke

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Are you obtaining funding from other sources ? If so, please provide details of the funding organisations and the amount of funding you have received/are applying for from each organisation

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What fundraising activities does your organisation undertake

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Accounts

Please provide a copy of your organisation’s latest Audited Accounts, together with details of income and expenditure for the current year.

Bank Statements

Please provide copies of your statements for all of the organisation’s bank and/or savings accounts. If a large reserve and/or surplus is indicated in your latest annual accounts or in the bank statements, please explain why you are applying for additional funds

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Constitution

Please submit a copy of your written constitution with your application.

Previous Applications

If you have previously received a grant from Carbrooke Parish Council in the past 3 years, please give details of the purpose of the grant and the amount received

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Declaration

I declare that to the best of my knowledge and belief, the information given on this Application Form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded.

I declare that the above information and the contents of the attached documents are correct at the time of applying.

Signed Name Date