

# Chalfont St Giles Parish Council



## Grant Awarding Policy

**Adopted by Chalfont St Giles Parish Council at its meeting on 3 May 2017 minute reference: 19/17 -8.3**

### **Objective**

The Parish Council wishes to support activities and causes which benefit the Parish of Chalfont St Giles. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community, part of the community or individuals providing the Parish Council has a statutory power to support the activity.

### **Eligibility**

Any grant made by the Parish Council must directly benefit residents of the parish of Chalfont St Giles.

The following criteria must be met for a bidding organisation to be considered for a grant:-

- a) Local Communities: to provide safe, active and healthy communities and provide accessible services;
- b) Local Environment: to manage the environment in a sustainable way
- c) Local Economy: to develop and promote the local economy

An organisation must be properly constituted and must operate on a not-for-profit basis.

### **Conditions**

- Multiple applications within a 12 month period will not normally be considered;
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Grants cannot be awarded after the relevant project or event has been started;

- An acknowledgement on receipt of the grant payment is required.

### **Matters that will be taken into account**

- Does the bidding organisation provide education or training for members or volunteers?
- Does the bidding organisation provide sports /recreational facilities?
- What percentage of the members or users of the bidding organisation are residents of Chalfont St Giles?
  - a) 100%
  - b) Over 75%
  - c) Under 75%
- Do membership rules/rates support the principle of open access to residents of
  - a) all areas of Chalfont St Giles?
  - b) a specific area or group of people?
- Does the bidding organisation encourage the use of its facilities by non-members? (e.g. schools, public sessions)
- Is the bidding organisation in receipt of grant funding from other sources? e.g. ECC, EFDC, Big Lottery, or other Charitable Trust
- Annual turnover of organisation?
  - a) <£5,000
  - b) £5,000 - £25,000
  - c) >£25,000
- Is the applicant/bidding organisation resident or based in the Parish?

### **Application Process.**

- Applications should be made by completing the Grant Awarding Application Form and enclosing a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application.
- Applications are accepted at any time of the year, but on-going annual grant requests should be made by the end of November for the forthcoming financial year (1<sup>st</sup> April).
- Applicants are usually informed within two weeks of the monthly Parish Council meeting.

### **Promotion.**

The Parish Council may ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council may also recognise successful groups in its own reports to residents.



Does the work of the organisation support the Council's key aims? *(please provide details)*.

**(a) Local Communities**

To provide safe, active and healthy communities and accessible services.

**(b) Local Environment**

To manage the environment in a sustainable way.

**(c) Local Economy**

To develop and promote the economy.

Does the organisation provide education or training to its members? *(please provide details)*.

Does the organisation provide sports or other recreational facilities? *(please provide details)*

What percentage of members/users live in Chalfont St Giles?

%

Is membership or use of the organisation's services open to anyone or is it restricted by area or grouping? *(please provide details)*

Are membership fees/charges variable? *(please provide details)*

Is the organisation in receipt of any other funding?

Yes *(please provide details below)*

No

Name of Funder	Purpose of Funding	Amount

The information provided in this document will be kept by the Parish Council for information and audit purposes. Please tick the box and sign below to acknowledge that you understand and accept this condition.

Please Tick

Please sign