

DRAYTON PARISH COUNCIL

GRANTS POLICY AND APPLICATION FORM

Reference:

National Association for Local Councils Advice on Parish and Town Council Spending under Section 137 of the Local Government Act 1972

1. Introduction.

The 'Grants Policy' provides guidelines for both applicants and Drayton Parish Council (the Council) Councillors and Staff. The Council welcomes applications for grants from organisations and voluntary and charitable groups who operate within Drayton Parish or operate for sole benefit of Drayton's parishioners. The applying organisations must be representative of all Parish members and must not discriminate on grounds of sex, racial or ethnic origin, religion or belief, disability, age, or sexual orientation.

2. Application Process

To apply for a grant, the applicant must complete and send the application (Annex A) to the Parish Clerk for inclusion on the next full parish council meeting agenda. Applicants must ensure the application is completed in full, with all sections answered honestly to the best of the applicant's ability. Incomplete or illegible applications will not be considered. The Council will consider the application against the 'qualifying criteria' at paragraph 4 to this policy. The applicant will receive the Council's decision either by email or written letter.

3. Decision Making Process

A decision will be provided to the applicant within two calendar months of submission unless specified otherwise by the Council. Applications will only be considered if resources are available, and each application will be considered on an individual basis. If an application is approved:

- a. All decisions will be recorded in the minutes of the relevant meeting.

- b. The Council will issue a BACS payment for the sum agreed which may be whole or part of the amount requested.
- c. The Clerk will notify the applicant of the Council's decision.

If an application is refused:

- a. The Clerk will note the comments from the meeting and advise the applicant accordingly.
- b. The Clerk will minute the action for the record.
- c. The Council does not have to offer an explanation as to the result of the application.
- d. Decisions are final and cannot be appealed.
- e. Applicants can complete and submit a new application at their discretion.

4. Qualifying Applications

Successful applications will need to demonstrate the following:

- a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners.
- b. The grant must go towards supporting or purchasing one of the following:
 - i. Purchasing equipment either in part or in full.
 - ii. Funding transport to enable group members to partake in a group trip or outing.
 - iii. For training activities, or to purchase the expertise of a trainer/facilitator.
 - iv. Raising the profile of the group's work.
 - v. Covering running costs of a viable group experiencing a period of hardship.
 - vi. Hosting special events or celebrations.
 - vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible.
- c. Applicants may be required to provide supporting information in addition to that specified on the application. Such additional information may include:

- i. Current bank statements, income/expenditure sheet and balance sheet.
 - ii. Details of exactly how the funds will be spent and the expected timeframe for expenditure.
 - iii. Details of any earmarked reserves.
- d. Applications will not be considered for the following:
 - i. Activities which are discriminatory, unbecoming or are non-representative of Drayton Parish.
Activities or organisations which are the responsibility of a statutory authority. To fund political activities.
 - ii. For general fund raising i.e., the award of a grant must be for a particular defined purpose.
 - iii. Retrospective events and activities (except extenuating circumstances).

5. Conditions

The following conditions are applicable in the event of an application being approved:

- a. Grants can only be used for the purpose detailed in the application. Should the money be used otherwise, the grant must be returned to the Council in full.
 - i. Should the applicant wish to change or adjust the application after it has been accepted, or after the grant has been awarded, permission must be sought in writing from the Council to confirm the purpose is acceptable.
 - ii. If a request to change the purpose of the grant is not approved the money must be returned to the Council. The applicant can submit a new application at their discretion.
- b. The Council may request that applicants provide written feedback explaining how the grant has benefited their group or organisation. If feedback is required, this will be communicated in the decision letter or email.
- c. The Council will not commit to any continuing expenditure.

- d. Acceptance or approval of an application is not indicative of any future decisions for the same or similar requests.
- e. The Parish Council will consider carrying forward any unused budget allocation for Grants to the next financial year and the fund will be held as an earmarked reserve.
- f. The Council reserves the right to request repayment of any grant where an applicant does not comply with any of the conditions detailed within the grants policy.
- g. The Council may decide to award a grant to a group, organisation, or project with or without application up to £50.00 where the Council considers that the giving of such a grant will bring commensurate benefit to Drayton parishioners.

**DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT**

Name of Organisation or Group:		Status (Charity, trust, etc.)	
Address:			
			Postcode:
Telephone Number:			
Email Address:			
Lead Applicant Name:			
Amount requested:	£		
Date of Application:			
Brief Description of Request:			
Account Name:			
Sort Code:	Account No:		
<i>For Office Completion</i>			
Application Status:	Date Received:	Approved / Declined	
Full Parish Council Meeting Date:			
Comments on Decision (Including any conditions of award):			

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Your Organisation

1. Describe the business of your organisation.
2. How does your organisation benefit the people of Drayton?

About your Request

3. What specifically are you applying for a grant for?
4. How will this item/activity/project etc. benefit the people of Drayton?
5. What need/demand is there for your proposed item/activity/project?

Funding

6. What are the costs associated with your item/activity project?
7. What are your other sources of funding for your item/activity/project?
8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result?
9. How are your group/organisation's activities ordinarily financed?

Other Information

To support your application, where possible, please provide a copy of the following:

- a. Any permissions required for third party use (e.g., licences or land rent).
- b. A copy of your public liability cover.
- c. A recent copy of your group/organisation bank statements, income/expenditure sheet and/or

balance sheet.

- d. Evidence showing you have sought to achieve best cost for you item/activity/project (e.g., multiple quotes).

For Applicant:

This form has been completed to the best of my knowledge. I consent to the information contained within and attached to this application being shared with the Councillors and Staff of Drayton Parish Council.

Print Name:

Signature:

Date Submitted:

Please return form to:

Drayton Parish Council
King George V Playing Field
Drayton High Road
Drayton
Norwich
NR8 6AW

Email: clerk@draytonparishcouncil.org.uk
Telephone: 01603 864492
Mobile: 07471 552906