

# Seascale Parish Council

## Grant Awarding Policy

### Introduction

The Parish Council includes a sum within its annual budget each year for 'grants to other bodies'.

The Parish Council welcomes applications for grants from organisations within Seascale to assist that organisation for a specific purpose that will benefit residents of the Parish.

Examples may include a grant to a youth club or sports club to buy equipment.

There is a short application form, however the information listed below is required by the Council prior to a decision being made, so should be provided with the form.

Only one application for a grant per organisation will be considered in each financial year. Each application will be assessed on its own merits.

### Requests for Information and Applications

Further information about Seascale Parish Council's Grant Awarding Policy is available from the Clerk. Please email [theclerk@seascaleparishcouncil.co.uk](mailto:theclerk@seascaleparishcouncil.co.uk).

### What we will not fund:-

- Non-Seascale Projects
- Sponsored events
- General large appeals
- Deficient funding year after year
- Things that have already happened
- Things that statutory bodies must provide
- Individuals (grants to an individual may be open to challenge at Audit and are therefore precluded)

### Receipt of applications

All applications must be made in writing and be returned to the Clerk.

Each application must contain the following information:-

- Aims/objectives of the organisation
- Supporting information (as listed below)
- Evidence (as listed below)

Each application will be given a unique reference number and be acknowledged within 5 days of receipt.

### Supporting Information

- A copy of your organisation's governing document e.g. set of rules, constitution or memorandum and articles of association
- A copy of your organisation's most recent accounts

- If your organisation works with children or young people (under 18 years old) or the activity you are applying for will involve working with children or young people you will need to provide us with a copy of your child protection or safeguarding policy

### **Evidence**

The following criteria will be used to assess your application. Please include information about each of these areas:-

- Evidence of need – how do you know that the project/grant is needed?
- Evidence of Community Use – how many people currently use the service or how many people are likely to use any new service?
- Evidence of community involvement – how many people are involved in the running of your organisation including the people who help out with fundraising or volunteering?
- Evidence of local fundraising
- Value for money
- Your group's ability to manage

### **Initial Check**

An initial check will be carried out by the Clerk. This process ensures that the applicant/organisation and project/activity is eligible.

If the organisation or project/activity is ineligible, the Clerk will contact the organisation to discuss either the application's withdrawal or how the organisation project/activity will need to proceed to become eligible.

### **Meetings**

Grant applications will be considered at Council Meetings which are held on a monthly basis.

All members of Seascale Parish Council will receive a copy of your application, any decision will be recorded in the minutes of the meeting. Reasons will be minuted if your application is refused.

### **Urgent Applications**

There are no procedures in place to deal with urgent applications.

### **Offer Letters**

All offer letters will be sent within a week of the Council Meeting. Offer letters will include any additional conditions imposed by the Council.

The Council may, for example, impose a condition on the recipient that the Council receives a statement in writing of the use to which the grant has been put within six months of approval.

Any grant must only be used for the purpose for which it was awarded. Any unspent grant must be returned to the Council.

### **Refusal Letters**

All refusal letters will be sent within a week of the Council Meeting. Refusal letters will include any reason for refusal.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

**Appeals**

If an applicant is unhappy with the refusal decision, an applicant may request a fuller informal explanation. This will be given by the Clerk within 7 working days of a formal complaint being received.

**Child Protection**

All grants made to organisations providing services and activities for children and young people are conditional on the organisation having/developing/implementing an adequate child protection policy. No grants will be made until an adequate policy is in place.

**Publicity**

The Council reserves the right to generate media publicity regarding the grant.