Small Grants Scheme - Guidance

Section 137 of the Local Government Act 1972 allows the Parish Council to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred. In 2022/2023 the Parish Council has a budget of £1000 for such grants

Guidelines for awarding grants

Skidby Parish Council will consider applications for grants from voluntary groups or charitable organisations which are based in the Parish.

To qualify for an award the applicant must be able to demonstrate that any funding from Skidby Parish Council will benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the full Parish Council.

 Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For activities that raise the profile of the parish area.
3. For initial set up costs for a new voluntary or community group that provides a benefit to residents of the parish
4. For hosting special events or celebrations.
5. For the provision of recreational or community facilities.

Conditions: -

1. Grants will not be awarded to individuals.
2. Grants will not be made to support running costs, or the employment of staff
3. The award must be used for the purpose for which the application was made.
4. Applicants agree to acknowledge the contribution that has been made by the Parish Council in any publicity.
5. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
6. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If we are not satisfied with the arrangements, we reserve the right to request a refund of monies awarded.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation that operates within the Parish and is of benefit to the local community.
2. All applicants should have a written constitution
3. All applicants should have a bank account in the name of the applicant organisation as payments cannot be made to individuals
4. The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
5. Applications from schools for an activity that takes place within the school day will not be considered.
6. The Council will not fund activities outside its powers and functions.

Skidby Parish Council Small Grant Application Form

Any grant received from the Parish Council MUST be used solely for the purposes specified in the application – if this is not the case then the applicant will be liable for full repayment of the grant to the Parish Council, immediately.

|  |
| --- |
| **Date of Application** |
| **Name of Group/Body**  |
| **Are you a Registered Charity?**  | **Yes/No** |
| **Charity Number:** |
| **Date your Organisation/Club was formed:** |
| **Constitution attached** | **Yes/No** |
| **Purpose of the grant**  |
| **Description of project**  |
| **Start Date:** | **End Date:** |
| **Amount** **applied for** (Please supply details of proposed expenditure) |
| **Quotations attached**  | **Yes/No** |
| **Latest accounts attached** | **Yes No** |
| **Constitution attached** | **Yes/No** |
| **Additional information**  |
| **Has application been made to another body? Please give details**  |
| **Person responsible for delivery of the project:** |
| **Contact details of applicant** |
| **Name**  |
| **Address** |
| **Tel No:** |
| **Email:** |
|  **DECLARATION** I declare that I have read and accepted the guidance notes and conditions of funding and that I have answered the questions truthfully. I also declare that any grant received will be used solely for the purposes outlined in this application. I understand that Skidby Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified. |
| **Signature** |  |
| **Date** |  |
| **Position in Organisation** |  |

Applications should be submitted to the Clerk, Skidby Parish Council, c/o 9, The Cottages, Market Green, Cottingham, HU16 5QG

or emailed to clerk@skidbyparishcouncil.gov.uk

The Clerk must receive an application at least 7 days before the next Parish Council Meeting for it to be listed for consideration.

|  |  |
| --- | --- |
| Bank |  |
| Name of Account |  |
| Sort Code |  |
| Account Number |  |

Confidential – This information will not be submitted to the Council with the Application

Payment Details

For office use only

|  |  |
| --- | --- |
| Date Application Received |  |
| Applicant |  |
| Date Application acknowledged |  |
| Amount requested |  |
| Date any additional information requested |  |
| Details of additional information required |  |
| Date any additional information received |  |
| Eligibility checks complete |  |
| Date of consideration by Parish Council |  |
| Decision |  |
| Date of offer letter |  |
| Receipt of signed offer letter |  |
| Date funding provided (cheque or bank transfer) |  |
| Date completion report and supporting evidence provided |  |