

Rettendon and Battlesbridge Parish Council

Grant Policy

Introduction

A grant is a payment made by the Parish Council to an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose that will benefit the residents of the Parish.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving the environment, and
- promoting Rettendon and Battlesbridge in a positive way

The Parish Council **will not** award grants to:

- private individuals
- commercial organisations
- purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- local groups or 'upward funders' where funds are sent on for redistribution
- political parties
- religious organisations, unless for a purpose which does not discriminate on grounds of belief

This list is not exclusive and may be amended at the Council's sole discretion.

Parish Council decision criteria include, but are not limited to:

- Only one application for a grant will be considered from any organisation in any one financial year.
- A new application will be required each year (ie applications cannot be carried over from one financial year to the next).
- Retrospective applications will not be considered.
- Following the award of a grant, the project must be completed within 12 months.
- All grants awarded will be subject to regular 'report back' to the Parish Council as to progress.

Application Procedure

Organisations requesting financial assistance for amounts in excess of £500 are required to submit

their application by September in the year preceding their funding requirement. In addition to the completed application form (appendix 1), applications for amounts over £500 must include:

- a full set of accounts from the previous year relating to the club/organisation (unless newly formed)
- a budget breakdown for the project
- evidence that three estimates have been obtained for projects over £1.000

Assessment Procedure

At the Parish Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following year. Once the grants budget is exhausted, the Parish Council will only consider emergency requests, and generally only from organisations with whom it has close links. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or, against the objectives of the council.

Appendix 1

APPLICATION FOR A GRANT FROM RETTENDON AND BATTLESBRIDGE PARISH COUNCIL	
Name of You/Organisation and location	
Summary of aims and objectives	
Age groups specifically catered for, if any	
Are you, or, the organisation a non-profit making body?	
Are you, or, the organisation a Registered Charity? If so please give registration number...	
Details of insurance held for activities	
Number of members resident in Rettendon and Battlesbridge Parish	
Is membership restricted in any way? If so please specify	
Do you charge a membership fee, or, charge for access to your activities? Please give details	

Purpose for which the grant is required. Please give full details, including how the parish residents will benefit.

Total cost of project

Amount of grant requested

Funds available from own resources

Funds granted from other bodies:

Essex County Council

Chelmsford City Council

Fund Raising Organisations

Private Sector

Others (please specify)

Please give details of any fund-raising events that you are undertaking for this project with information on expected profit.

Should the event make a profit how will the surplus be used?

Additional Information for larger grants	
Details of all costs. Please provide copies of appropriate estimates, or, price lists	
Evidence that at least three estimates have been obtained	
A copy of your year end audited accounts	
Please supply a budget for the event	
Name of person making application	
Address for correspondence	
Telephone Number	
E mail address	
Declaration	
<p>I confirm that I am authorised to make this application on behalf of the organisation named. I certify that the information provided is correct.</p> <p>I undertake on behalf of the organisation that any grant offered will only be used for the purpose named and any amount not used will be returned to the Parish Council.</p>	
Signed	Date
Name (please print)	
Capacity in which signed	

Please return your completed form to:

**Parish Clerk
Mrs Katherine Kane
10 Squirrels Field
Colchester
CO4 5YA**

rettendonparishcouncil@outlook.com