Grants of Financial Assistance: Policy 2026

The Purpose:

- To regulate the awarding of grants within an agreed procedure and timescale
- To set out criteria of eligibility

The Proposal:

- **Community Benefit:** Applications shall only be considered if they demonstrate benefit to residents of King's Sutton arising from the service or activity for which a grant is being sought.

- **Reducing Carbon Footprint:** Applications must advise whether their project will reduce carbon emissions and if so, how.

- **Limited Funding**: The maximum grant will be £1,250 per organisation in any financial year. However, where there is strong and proven support from residents, exceptional grants of up to £5000.00 per organisation may be considered.
- **Who can Apply**: Not for profit, formally constituted groups which have their own bank account
    - Applications from new groups are still welcome but will need to submit details of planned objectives, with estimates of income/expenditure, names and addresses of those involved clearly identifying the management committee and/or trustees appointed.

  Note: Applicants shall have appropriate levels of Public Liability Insurance in place
- **Assessment:** Applications will be considered at Meetings of the Finance Governance & Policy Committee, held 6 times per year, for recommendation to the next Ordinary Meeting of the Parish Council. Applications may be submitted to the Parish Office at any time.
- **Monitoring & Evaluation**:
  Within 6 months of the grant award, the Parish Council would expect to receive:
    - a report on how the grant has been used and what outcomes have been achieved
    - a financial statement detailing how the grant was spent and applied
    - evidence of community benefit arising from the project for which the grant was made

  In addition, the applicant should expect to receive an invitation to the next Annual Parish Meeting (held every April) at which the group will be given the opportunity to speak to the meeting to explain to residents the difference the grant award has made.
- **Confidentiality:** The Parish Council will treat personal, financial and banking information provided by the applicant as strictly confidential. Similarly details of financial aid granted should be treated equally confidential by the applicant unless otherwise and mutually agreed.

- **How To Apply:**
    - Complete the application form with the following supporting information:
      i) a copy of the group's constitution, rules or, for new groups, equivalent information
      ii) a breakdown of project costs and or estimates

iii)a copy of the group's most recent audited accounts or, for new groups, estimates of income/expenditure

- Return the application form and supporting information to the Parish Office

- The procedures detailed in this policy do not preclude the Parish Council from resolving to make an ad hoc donation to an organisation.

Signed:_____ Date:_____

Adopted: 3rd April 2014	**Minute No.** 234.13/14	
Reviewed: 17th March 2015	**Minute No.** FGP: 104.14/15C.	**Adopted:** 2nd April 2015 **Minute No.** 277.14/15B7.
Reviewed: 15th March 2016	**Minute No.** FGP: 89.15/16	**Adopted:** 7th April 2016 **Minute No.** 231.15/16
Reviewed: 21st March 2017	**Minute No.** FGP: 98.16/17C.	**Adopted:** 6th April 2017 **Minute No.** 196.16/19B.3.3.
Reviewed: 20th March 2018	**Minute No.** FGP: 114.17/18B.	**Adopted:** 5th April 2018 **Minute No.**199.17/18B.5.1.
Reviewed: 19th March 2019	**Minute No.** FGP: 110.18/19A	**Adopted:** 4th April 2019 **Minute No.** 213.18/19.B.4.1.
Reviewed: 16th March 2020	**Minute No.** FGP: 82.19/20A	**Adopted:** 16th April 2020 **Minute No.** 208.19/20 A2
Reviewed: 25th May 2021	**Minute No.** FGP: 9.21/22F	**Adopted:** 3rd June 2021 **Minute No** 35.21/22 B3.3
Reviewed: 17th May 2022	**Minute No.** FGP: 12.22/23 B	**Adopted:** 9th June 2022 **Minute No.** 46.22/23 B12.2.1
Reviewed: 23rd May 2023	**Minute No.** FGP: 12.23/24 B	**Adopted:** 1st June 2023 **Minute No.** 42.23/24 B8
Reviewed: 26th March 2024	**Minute No.** FGP: 96.23/24 D	**Adopted:** 4th April 2024 **Minute No.** 255.23/24 B2.1
Reviewed: 18th March 2025	**Minute No.** FGP: 100.24/25 B	**Adopted:** 3rd April 2025 **Minute No.** 259.24/25 B.2.1
Reviewed: 17th March 2026	**Minute No.** FGP: 92.25/26	**Adopted:** 2nd April 2026 **Minute No.** 257.25/26 B.3

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Appendix A: Application Form

1. **NAME OF ORGANSATION:**

   Name of Key Contact:_____

   Position held within the Organisation: _____

2. **CONTACT DETAILS:**
   Address of Group:
   _____

   _____

   Telephone:_____

   Email address:_____

3. **TYPE OF ORGANISATION** (include charity number if application)

   _____

4. **NAME OF PROJECT:** (describe the project/activity for which you plan to use a grant)

5. **SHORT TERM PLANS AND OBJECTIVES:** (what you hope to achieve)

6. **HOW DOES YOUR PROJECT MEET THE CARBON FOOTPRINT CRITERIA ABOVE**
(IF APPLICABLE): (include information about other options you considered and why you chose the project/activity in section 4 rather than an alternative)

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7. **TOTAL COST OF PROJECT/ACTIVITY:** £_____

Please give details of any secured/ planned contributions:

i) Fundraising £_____ Already in place? Y/N

ii) Cash contribution £_____ Already in place? Y/N

iii) In Kind contribution £_____(describe)_____ Already in place? Y/N

iv) Grant from another organisation _____ Already in place? Y/N

v) Matched Funding _____ Already in place? Y/N

8. **AMOUNT OF GRANT YOU ARE APPLYING FOR FROM KING'S SUTTON PARISH COUNCIL:** £_____

(NOTE THE PARISH COUNCIL WILL NOT BE AWARDING AN INDIVIDUAL ORGANISATION MORE THAN £1250)

9. **HOW WILL THIS SUM BE SPENT?** (please provide breakdown of costs & any estimates)

10. **HOW WILL <u>THE PEOPLE OF KING'S SUTTON</u> BENEFIT FROM YOUR PROJECT?**
(How many people do you think will benefit directly?)

11. WHEN DO YOU NEED THE GRANT AND WHEN WILL THE PROJECT BE COMPLETED?

Start Date: (month/year) _____/_____End Date: (month/year) _____/_____

12. **BANKING DETAILS:** (please attach copy of most recent audited accounts; or if new group please supply estimates of income/expenditure)

Name of Account:_____

Name of Bank:_____

Address of Bank:_____

Bank Account No._____ Sort Code _____

Mandated Signatories (at least 2 required):

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1. Name:_____

Position in Group:_____

2. Name:_____

Position in Group:_____

- Declaration: I understand that if successful in this application, our organisation must:
    - produce invoices for money spent
    - provide a full written report on completion of the project

Signed _____

Name _____

Date _____

Please enclose any additional information regarding your project which you feel is relevant; eg plans, estimates, brochures.