Ilchester Parish Council

Community Grant Funding Policy

1. **Introduction**

Each year, the Parish Council allocates a specific amount of money to be made available as grants to organisations, clubs, societies, and groups that contribute positively to the local community. The Council is responsible for ensuring that public funds are managed appropriately and that all grants awarded meet clear community needs.

2. Eligibility Criteria

To be eligible for funding, applicants must:

- Be a community, voluntary, or charitable organisation that benefits the local area or specific community groups, such as older people, young people, or individuals with disabilities.

- Have a written governing document (for example; a constitution, memorandum of association, or trust deed).

- Have a bank account in the name of the organisation.

- Have at least three members on its management committee/board.

- Have an appropriate safeguarding policy if working with children or vulnerable adults.

- Demonstrate the need for the service or project within the community.

- Have an equal opportunities policy or statement.

3. Types of Grants Available

- **Regular Annual Grants:** Available for organisations requesting £500 or more per annum. These applicants must provide:

  o Details of the organisation's financial accounts for the last two years.

  o A business plan outlining planned activities for the next three years and funding strategies.

  o A signed service-level agreement, which is reviewed annually.

- **One-Off Grants:** Available for grants up to £500, requiring:

  o A project plan detailing the intended use of funds and expected outcomes.

  o Financial documentation, such as audited accounts or an income/expenditure statement.

  o Evidence that at least 25% of project costs can be raised from other sources unless an exemption is justified.

4. Restrictions on Grant Funding

Grants will not be awarded for:

- Routine running costs, such as rent, utilities, salaries, or administrative expenses.

- Political organisations or projects.

- Private businesses operated for profit.

- Charities supporting overseas initiatives.

- Projects that discriminate based on race, religion, gender, or other protected characteristics.

- Costs already incurred before applying for funding.

- Activities primarily funded by health or social services authorities.

- Organisations with substantial unallocated financial reserves.

5. Application and Review Process

- Applications must be submitted on the official application form, along with the required supporting documents.

- Incomplete applications will be returned and may result in delays.

- Applicants may be invited to present their case at a council meeting.

- Grants will be reviewed and awarded annually, with decisions made by the Parish Council.

- Successful applicants must acknowledge council support in publicity materials.

6. Monitoring and Accountability

- Funds must be used solely for the approved purpose.

- Evidence of expenditure may be requested, including receipts and reports.

- The Parish Council reserves the right to request the return of unused or misallocated funds.

- Applicants may be required to invite Councillors to view project outcomes or events funded by the grant.

7. Contact Information

For further information or guidance, please contact the Parish Clerk at
clerk@ilchesterparishcouncil.gov.uk

APPLICATION FORM FOR GRANT

Please read the policy on pages 1 and 2 **before** filling in the form.

1.   Name/Address of Organisation

Position in Organisation: ………………………………………………………………….

About your Organisation

Does your Organisation: Yes

Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	
Have at least three members on its management committee	
Have a constitution, terms of reference or set of rules *(please contact for help with this if needed)*	

2.   Are you a registered charity? Yes / No

If so, please give your charity number: …………………………………………………

3.   Is your organisation part of, or affiliated to, a larger organisation?

If so, which …………………………………………………………………………………

4.	Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Ilchester?

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5.	Where does your organisation meet? …………………………………………………………

6.	How often do you meet? …………………………………………………………………………

7.	How many members does your organisation have? …..……………………………………..

8.	How many people will benefit from this funding? …………………………………………….

9.	How many are Ilchester Parish Council area residents? .... %

10.	If your application is for over £500 please give full details of the exceptional circumstances related to your request.

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11. How much funding are you applying for? £ …………………………………..

12. What is the total cost of your project? £……………………………………

NOTE: Ilchester Parish Council will only approve allocations over £500 in exceptional circumstances that are clearly detailed in question 10.

13. How will you spend the money you are applying for? Please be aware that Ilchester Parish Council do not normally give grants for running/core costs. If your application contains an element of running/core costs, please detail your plans to source alternative funding for this in future years.

Item	Amount
	£
	£
	£
	£
	£
	£
TOTAL	**£**

14. How else are you funding your project? (Include grants from other organisations, fund raising and existing reserves)

Source	£	Confirmed?
Total		

15. How will the funding benefit the community or residents of Ilchester?

16. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

17. How is your organisation normally funded? (Not applicable to new organisations)

18. What are your current/planned subs/fees/charges?

19. Have you applied for any other funds/grants towards the cost of this project?
Please include details below

20. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months, if any?

21. Anticipated income/expenditure for next 12 months

22. Other grants from local authorities or any other sources in the last three years with dates, if you have had any.

23. Has the project that you want the funding for already happened?   Yes / No

24. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes / No

25. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

   Yes (name of contact ....) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account …………………..…………………………………….

Account number …………………………………………..

Sort Code …… - …… - ……

Please ensure you have read the policy on pages 1 and 2 before signing the form.

Checklist (please tick the appropriate boxes) Have you submitted the following?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ Details of your organisation's officers;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Ilchester Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Ilchester Parish Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed …………………………………………………………….

Name …………………………………………………………...

Date …………………………………………………………….