

Tarporley Parish Council
Grants for Local Charities, Voluntary Organisations and other Not-for-profit Organisations.

Policy and Procedures

The Parish Council recognises

- a) the importance of supporting groups, organisations, and charities (hereafter known as organisations) that benefit the people living and working within the area covered by Tarporley Parish Council.
- b) that making grants available is a valuable means of support.
- c) that it has limited resources which it wishes to use effectively.

The purpose of this document is to ensure that Tarporley Parish Council has an open, consistent and easily understood approach to awarding grants.

The Parish Council will only make grants that satisfy the following conditions:-

- the aims and objectives of the organisation or the organisation's project are for the benefit of the people/residents of Tarporley, but not necessarily exclusively.
- the organisation must demonstrate that the grant will be used primarily for the benefit of the people/residents of Tarporley.
- the grant is not for purposes which are commonly considered as the work or responsibility of the local Primary Care Trust (Western Cheshire PCT), or the local Unitary Authority (Cheshire West and Chester).
- The purpose of the grant is not to fund an individual, his/her family or household.
- grants are not to be used towards the relief of costs or expenses arising from or relating to credit or debts.
- the organisation is not
 - profit making;
 - privately owned.
 - political or quasi-political in its aims and objectives
- the organisation must adhere to the principles of equality and diversity
- Grants must be used by the original applicant and must not be distributed to any other organisation or person(s).

Tarporley Parish Council will normally consider grant applications of up to £500 except in exceptional circumstances. Grants will be considered at Parish Council meetings twice a year, except in exceptional circumstances.

The Parish Council will only consider one successful application from an organisation each financial year.

It will not award grant funding on a retrospective basis.

Once the grant has been spent, organisations are required to provide the Parish Clerk with receipt(s) showing their expenditure.

Grant applications may be made on the Tarporley Parish Council application form and/or by letter, sent to the Parish Clerk, providing all of the following information:-

- Amount of grant sought
- Purpose for the amount sought
- Benefit to the people/residents of Tarporley
- Statement of accounts or audited accounts for the previous year (if available)
- Charity number (for registered charities) or signed declaration that the applicant organisation is non-profit making (for all other organisations)
- Name of the applicant organisation, with contact name, address and telephone number. This person should be a nominated person within the organisation.

Grants will be paid out in the form of a cheque made out in the name of the organisation.

Process

Grants would normally be awarded twice a year in June and December. Notification of the grant giving process would be announced in the Chester Chronicle and Tarporley Talk in plenty of time with a cut off date applications to be received by.

Applications to be sent to the Parish Clerk.

Any applications that missed the cut off date would be put forward to the next allocation meeting automatically and/or to the Arthur Meredith Fund.

A group of 4 councillors will view the applications and recommend to the whole Parish Council for agreement if the grants should be awarded and for how much. Each year the Council would set its grants' budget, and half would be given out in each round, with any under spend going forward to the next allocation meeting.

In the notification letter of grants sent to the organisation, they would be asked to provide proof to the Parish Clerk of how the grant has been spent.

1 Sept 2009