

TARPORLEY PARISH COUNCIL

Grants for Local Charities, Voluntary & other Not-for-profit Organisations

1 POLICY AND PROCEDURES

1.1 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.

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

1.3 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 Health Authority 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
- Grant funding must be used by the applicant and must not be distributed to any other organisation or person(s).

1.4 Grants to community organisations will be considered during the ~~second half~~ **last quarter** of the financial year (typically the March meeting). The grants will typically be up to a maximum of £250, with up to £500 in exceptional circumstances. Larger grant awards will be considered in exceptional circumstances.

1.5 The Council retains the right to consider awarding of grants through a participatory budgeting process if appropriate.

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

1.7 Grant funding will not be awarded on a retrospective basis.

1.8 Once the grant has been spent, organisation **may** be required to provide the Parish Clerk with receipt(s) showing their expenditure.

1.9 Grant applications to be made on the Tarporley Parish Council application form sent to the Parish Clerk, providing all the following information:-

- Amount of grant sought
- Purpose for the amount sought
- Benefit to the people/residents of Tarporley (where possible please provide the number of people likely to benefit from the grant).
- Statement of accounts or audited accounts for the previous year (if requested £1k or more).
- 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.

1.11 Grants will be paid out in the form of a bank transfer into the organisations bank account. Please note grants cannot be transferred into personal accounts.

2 PROCESS

2.1 Each year the Council will set its grants budget. However, it should be noted that the Council has no obligation to award grants and the awarding of grants will be based in the Council financial ability to do so.

2.2 Notification of the grant giving process will be announced on the Council's website and the Tarporley FACEBOOK page, in plenty of time with a cut-off date for receipt of applications.

2.3 Applications to be sent to the Parish Clerk, preferably electronically, on the application form.

2.4 Any applicants who miss the cut-off date will be asked to resubmit the following year and/or to the Arthur Meredith Fund.

2.5 Applications will be considered by the Full Council and grants agreed as an agenda item at a council meeting. Should a large number of applications be received the Council may appoint a small working group of 4 councillors to review the applications and make a recommendation to the Full Council.

Approved: October 2016

Reviewed & Amended: October 2018

Reviewed & Approved: May 2019

Reviewed & Amended: September 2020

Reviewed & Amended: May 2021

Reviewed & Amended: Nov 2021

Request for a Grant from Tarporley Parish Council

Please complete this form and return it to the Parish Clerk by e-mail to

clerk@tarporley.org.uk

or by post to 62 Well Street, Malpas, Cheshire, SY14 8QH.

Please enclose a copy of the organisation's statement of accounts or audited accounts for the previous year.

Name of organisation	
Charity Number (if registered charity)	
Amount of money requested	
Brief description of what the organisation does in Tarporley	
How will the money requested be spent?	
How will this expenditure benefit Tarporley and its residents?	
Have you received funding from Tarporley Parish Council previously?	

If Yes, please provide a summary of how it was used and the benefits.	
Contact Name (for receipt of the grant). Address E-mail address Tel. Number	
Account Details for payment: - Account Name Account Number Account Sort Code	
Have you enclosed a copy of the organisation's accounts for last year? yes/no. If no, please give the reason.	
Last year, what was the organisation's income? expenditure?	

If required, please continue answers on additional page.

I confirm that this application is made on behalf of a non-profit making organisation and that I will provide the Parish Council with an update on how funding was spent and the benefits/outcomes.

Signature

Name.....

Position within Organisation

Date