

	Studley Parish Council Policy	
	Grants Fund Policy & Guidance Notes	
	Status	Adopted
	Date adopted	February 2023
Date of next review	February 2025	

Introduction

The Parish Council aims to involve the community in identifying local needs and will endeavour to facilitate and collaborate with partner organisations in assisting community or voluntary organisations, or even individuals with projects and initiatives of benefit to the community.

The Grants Fund has been established using public money and applicants are requested to note that all applications will be considered openly and transparently by the Council. The amount of funding allocated to successful applications will be published and appear on the Council's website.

Application assessment

Applications will be assessed in accordance with the following criteria:

- To promote a vibrant, active and sustainable community.
- To contribute to the development of facilities in the community.
- To benefit other residents in the community (not individuals).
- To be awarded to "not for profit" organisations or voluntary community groups including registered charities.

In particular only projects that achieve one or more of the following will be considered:

- Address problems of social deprivation, disadvantage etc.
- Degree of community development/public involvement.
- Impact on crime and disorder.
- Services for youth/the elderly.
- Leisure and community activities.
- Improve the physical environment.
- Equal opportunities.
- Partnership working and collaboration.
- Support of services for the residents of Studley.
- Sustainability.

Few applications will meet all the above criteria but those that can demonstrate at least some of them, are likely to receive favourable consideration.

Successful applicants may be expected to provide the Parish Council with an assessment of the project or initiative. This can be in the form of a written statement, or a short verbal presentation to the Council. A completion report will also be required once the project is completed.

GENERAL GUIDANCE NOTES

- 1) Applications should be made for projects which will be of benefit to the community within the Studley Parish Boundary.
- 2) Applications will not be considered from applicants outside Studley Parish boundary.
- 3) Grants will not be made retrospectively.
- 4) Applications will not be considered for repairs or improvements to the fabric and/or the infrastructure of a building.
- 5) Applications from individuals will be considered providing the applicant can demonstrate that their project or initiative will benefit the wider community or organisation of which they are a member, and not just the individual concerned.
- 6) Applications for one-off projects will usually amount to no more than £500. Exceptional grants above that figure, which will usually require on-going funding, will only be considered if there is a sustainability and future funding plan.
- 7) Where a project or scheme is subject to applications to other funding sources i.e. lottery and/or other local authority funding, the application must be supported by appropriate details of other potential funding revenue.
- 8) Projects will not be funded if they are eligible for funding through conventional statutory means by a local authority or agency, unless there is evidence that the service is to be cancelled or reduced. The Parish Council will require confirmation of matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Parish` Council. Where this is the case, applications should be supported with details of third-party funding.
- 9) Applications will only be considered for 'not for profit' organisations or registered charities.
- 10) Applications must be made on the relevant application form (attached).
- 11) Successful applicant will be required to make a full written report to the Parish Council on how the money was spent and what benefits were derived from it.
- 12) SPC reserves the right to require repayment in the event of the outcome not being achieved.
- 13) Monitoring may take place.

Where to send your completed application

Completed application forms and any supplementary documents should be sent to
The Parish Clerk, Village Hall, High Street, Studley B80 7HJ
or by email to: clerk@studleyparishcouncil.gov.uk

Please email or telephone the Clerk on 01527 853204 if you have any questions.

Studley Parish Council Grant Application Form



Studley Village Hall, High Street
Studley, Warwickshire B80 7HJ
Tel: 01527 853204

email: clerk@studleyparishcouncil.gov.uk
<https://www.studleyparishcouncil.gov.uk>

Please tick here to confirm you have read the council's Grant Policy and Guidance Notes

()

Continue on separate sheet if necessary.

About your Organisation

1. Name and contact address of your organisation

2. Contact telephone number and email address

3. Name of contact and position in organisation

4. Aims & purposes of your organisation / or you as an individual applicant if relevant.

5.(a) Is the Organisation Not for Profit

Yes / No

5.(b) Is the Organisation a Registered Charity

Yes / No

Reason for grant request

6. Project / activity description

7. How will it benefit the local community?

8. What do you hope to achieve and when? – the Parish Council require an update after 6 months and/or on completion of the project.		
9. How will you be letting the local community know about this project / activity and how it is funded?		
About the costs		
10. What is the total cost of the project / activity? (Provide a breakdown if applicable)		
<p>11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:</p> <ul style="list-style-type: none"> • From Organisation's reserves - £ • Fundraising events - £ • Other grants - £ • Donations from individuals or businesses - £ <p>Please attach a copy of the organisation's latest financial statements and balance sheet.</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">12. What is the total grant amount you are you applying for?</td> <td style="width: 20%; padding: 5px; text-align: center;">£</td> </tr> </table>	12. What is the total grant amount you are you applying for?	£
12. What is the total grant amount you are you applying for?	£	
13. If you have sought a grant from Studley Parish Council in the past three years, please give details.		

Signature of Applicant _____ Date ____ / ____ / ____

Position held in the Organisation _____

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.