

CARBROOKE PARISH COUNCIL GRANTS POLICY

Objective

The Parish Council wishes to support activities and causes which benefit the parish of Carbrooke. The Parish Council aims to ensure that all monies are spent transparently and effectively.

Eligibility

Any grant made by the Parish Council must directly benefit some or all of the residents of Carbrooke.

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Carbrooke.
- The group must be formally constituted and have a management committee made up of volunteers.
- The group must be able to provide at least one set of recent (audited) accounts.

Individuals, businesses, political groups or parties are not eligible for Grant Funding.

Conditions

- **Please note the maximum grant is usually £500.**
- Multiple applications within a 12 month period will not normally be considered.
- Proper evidence of estimated expenditure must be supplied to the Parish Council with the Grant Application.
- It is the responsibility of the applicant to provide any information requested by the Parish Council.
- Evidence of all expenditure must be submitted to the Parish Clerk on completion of the project. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of any or all monies awarded.
- If the Parish Council does not receive satisfactory invoices as evidence of expenditure, the group will not be considered for a Grant Application the following year.
- Grants cannot be awarded after the relevant project has been completed.
- An acknowledgement on receipt of the grant cheque is required.

Please note that the project for which any grant is given must be commenced within 12 months of receipt of the cheque. The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period.

Application Process

Applications should be made by completing the Grant Award Application Form and enclosing a copy of the latest set of audited accounts (for both current and savings accounts) for the group making the application. These accounts must cover the period within 18 months of the date of the application.

All applications must be received by no later than 30 April. All applications will be considered at the May meeting of the Parish Council and a final decision made at its meeting in June.

Applicants are usually informed within 2 weeks of the meeting and the grant money sent by cheque to be drawn at the June meeting of the Parish Council.

For more information, please contact the Parish Clerk at carbrokeparishclerk@gmail.com

CARBROOKE PARISH COUNCIL

Grant Application Form

Please read the Grant Award Policy prior to completing this form.

Please send this application form to: The Parish Clerk, Oakleigh House, Shipdham Lane, Scarning, NR19 2LB, or to carbrokeparishclerk@gmail.com

Section 1: Organisation

Name of Organisation:

Primary Contact Name:

Position within the group:

Contact address:

Telephone Numbers: Day

Night:

Email:

Date of submission:

Section 2 : Details of Organisation

Brief description of your organisation's aims:

How long have you been in existence ?

Are you run by a committee ?

If yes, how many committee members ?

Can anyone join ?

If not, what are the restrictions ?

How many members do you have ?

What percentage of members live in Carbrooke ?

Section 3: Organisation's Purpose

Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation, please give an idea of the activities you wish to undertake.

Describe how the local community, in particular residents of Carbrooke, benefit from your organisation:

Section 4: Grant Request

Amount requested:

Please give details of the purpose of the grant:

Have you received or applied for funding from any other source for this project/purpose ? If yes, please give details:

Section 5: Financial Details

Do you receive funding from other sources and if so, from where ?

If you have received a grant from Carbrooke Parish Council in the past three years, please give details:

Section 6: Supporting Information

Please complete the following.

I have read and agreed your terms and policies:

I have enclosed the following supporting material:

- A constitution or set of rules by which the organisation is run:
- The latest set of audited annual accounts for the organisation, both current and savings accounts.
- Any other supporting information, including any quotes for the proposed project from a reputable firm.

Please note that the project for which any grant is given must be commenced within 12 months of receipt of the cheque. The Parish Council reserves the right to demand repayment of any monies which have not been used within this 12 month period.

Section 7: Declaration

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature:

Name of Signatory.

Position in organisation.

Date:

Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group, must be over 18 years of age. Please note the completion of this form does not necessarily mean that a grant application will be successful in part or whole.