

Christchurch Parish Council

Grant Scheme

Introduction

A grant is any payment or gift made by a Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.

Christchurch Parish Council operates a Section 137 grant scheme.

The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all must be of a non-commercial nature.

Any grant application must be seen to be of benefit to residents of Christchurch Parish.

What will not normally be funded?

The following will not normally be funded:

- Private individuals.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership without good reason.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.
- “Upward funder” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exhaustive, and may be added to at the Council’s discretion.

How can the grants be used and how are they decided?

The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service;
- enhancing the quality of life;
- improving the environment; or
- promoting the Parish in a positive way.

The Parish Council will consider the application and make a final decision. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

At the Parish Council's specific annual budgeting meeting, an amount will be set from which grants will be awarded during the following financial year. The availability of funds is dependent on the Council's overall financial position and the choices it makes when allocating its resources.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

Grant Applications

Application forms may be downloaded from the Council's website in Microsoft Word format to be completed on a computer or as a printed document to be completed by hand.

Application Procedure

Application forms with full supporting documentation must be received by the Council on or before the first day of the month for consideration at the next Council meeting.

Terms and Conditions

1. The Grant, administered by Christchurch Parish Council, will be used for the purpose outlined in the application. Any changes to the project must be agreed beforehand with the Council.
2. The grant must be spent within one year of its receipt or any other timetable set by the Council.
3. Any grant money not spent within the project timelines or one year (whichever is the earliest) will be repaid to the Council. There should be no assumption the funds can be carried forward.

4. The applicant shall not discriminate on grounds of racial origin, gender, sexuality, disability, age, (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion.
5. If the grant money is to be used for any form of publication, that publication will not disparage, denigrate or otherwise belittle any individual or group in the Parish, and all publications must be truthful at all times. It will be the duty of the applicant to ensure veracity of any publications.
6. The applicant will not dispose of grant-aided equipment without the Council's agreement. Any money thus raised will be refunded to the Council.
7. The group/organisation will not change its rules, aims or constitution without consultation with the Council.
8. The group/organisation will notify the Council if they become aware of any fraud within the project by either Staff, Management Committee members or volunteers. If fraud is found to have taken place, funding will be repaid to the Council.
9. The group/organisation will keep proper accounts, with a clear audit trail. Current accounts and the previous year's accounts shall be submitted to the Council.
10. The group/organisation will publicise the grant in press releases, online communications, websites and printed media. Cost of publicising the grant cannot be included in the grant claim.
11. New organisations or individuals must provide proof of expenditure to the Council where practicable and submit a two year cash flow statement and business plan.
12. The group/organisation will maintain adequate insurance cover with an insurer of good repute to cover claims under this grant or any other claims or demands that may be brought by any person suffering injury, damage or loss in connection with this grant.
13. The group/organisation will comply with UK laws including, but not limited to, Health & Safety and Equal Opportunities legislation.
14. Applicants working with children and/or vulnerable adults will be expected to carry out appropriate DBS checks and to have a safeguarding policy.
15. The applicant will complete an end of grant report and comply with regular expenditure and monitoring requirements.
16. The applicant will keep all receipts and accounts relating to grant-aided expenditure for six years from receipt.
17. The Council reserves the right to monitor the use of the grant. The organisation will allow reasonable access to premises, accounts and other records upon request from the Parish Clerk.
18. The Council will decrease, withdraw or reclaim all or part of the grant if the project is abandoned for any reason or if there is non-compliance with any of these conditions.

Christchurch Parish Council

Grant Application Form

Name of Group or Organisation			
Contact Name		Position	
Address			
Telephone		E-mail	
Registered Charity?	Yes / No	Charity No.	

Please provide a brief description of your group/organisation's main purpose/activities.

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Please indicate the number or percentage of your members/beneficiaries who live in the parish of Christchurch.

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Are there any restrictions on who can use your services?

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Please explain the project for which the grant is required.

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How will this project benefit the parishioners of Christchurch?

Total cost of project.	£	Amount of grant requested.	£
Have you received, applied or intend to apply for funding from other sources for this project? If yes, please provide details and amounts.			
How much of the total cost do you intend to raise yourself and how?			

Please tick to confirm you have included the following documentation with your application (please enter n/a if not applicable):

- Full and complete copies of your signed, certified and audited accounts for the last two years (if your organisation has been in existence for that period)
- Bank statements for the last 3 months, signed by a member of your organisation, indicating their position
- Detailed budget plan and supporting evidence
- Copy of your organisation's Constitution, Terms of Reference or Rules
- Evidence of any other awards towards the project e.g. lottery funding, other bodies

DECLARATION

Please sign the declaration overleaf and return this form together with all supporting documentation required to:

Dave Gibbs, Clerk to Christchurch Parish Council,
Parrock View, 358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS.

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Christchurch Parish Council as a result of this application will be used only for the purposes stated in the application, and in accordance with the grant conditions detailed in the Parish Council's Grant Policy. I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to provide copies of receipts and invoices etc. as required to Christchurch Parish Council to confirm to them exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Christchurch Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant;
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award"

Signed

Print Name

Position in the organisation

Date