

SILCHESTER PARISH COUNCIL

GRANT AWARDING POLICY

Silchester Parish Council can award grants to groups/organisations for projects or events that are determined to be of benefit to the residents within the Parish. The grant application form can be downloaded from the link at the bottom of the page. A PDF is supplied which should be returned completed to the Parish Clerk at the address shown at the top of the form.

Where does the funding come from?

1. The Parish Council may use [section 137 of the Local Government Act 1972](#) to give grants, subject to limits to residents' groups/organisations. This power may only be used if its use will benefit some or all of its residents, groups/organisations and where the benefit obtained is commensurate with expenditure incurred.

2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of the parish of Silchester. All applications must clearly demonstrate how this will be achieved.

Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the organisation's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. The Council may require a bon-a-fide representative of the applicant to attend a regular Council meeting to answer any questions, which may arise from the application.

3. Grant applications cannot be made retrospectively, i.e. applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.

4. Applications will **not** be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- Local groups whose fund raising is sent to their central HQ for redistribution.
- National Charities.

5. Applications will **not** normally be considered from national organisations or local groups with access to funds from a parent organisation, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

6. Payments for grants will be paid to the organisation, **not** to an individual.

7. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.

8. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
9. Any grant must only be used for the purpose for which it was awarded unless the written approval of Silchester Parish Council has been obtained in advance for a change in use of the grant, and that any unspent portion of the grant must be returned to Silchester Parish Council by the end of the financial year in which it was awarded.
10. Silchester Parish Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
11. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each financial year. Each grant application will be considered separately and on its merits.
12. The size of any grant awarded is at the sole discretion of Silchester Parish Council. The council may make the award subject to such additional condition and requirements that it considers appropriate.
13. The Parish Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Council.

Silchester Parish Council

GRANT APPLICATION FORM

This form is to be submitted to the Parish Council to assist it in making a decision regarding a grant. It should be accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months must be enclosed.

Name of group/organisation	
Registered Charity/Charity Number	
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address	
Brief description of group and its aims	
Brief description of project for which you are making this application	
Amount of grant requested?	
What is the total cost of this project?	
If the grant requested is for less than the total cost of the project, how will the rest be financed?	

Who will benefit from the project?	
Approximately how many of those who will benefit from the project are Silchester parishioners?	
Have you applied for grant funding from Silchester Parish Council before? If yes, please give details.	

Signature Date

After completion, please return the form to the Clerk to the Parish Council at the address below.

Please enclose:

The completed application form.

A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.

A copy of the Organisation's constitution or other Governing Instrument.

Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

Please return this form to the Clerk to the Parish Council either by email or post to:

Emma Stephens
1 Church Cottages,
Silchester Road,
Little London
RG26 5ES

email: clerk@Silchester-pc.gov.uk