

SOMERTON PARISH COUNCIL

GRANT AWARD POLICY / COMMUNITY FUND

Introduction

A grant is any payment or gift made by the 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. Any grants, if approved, will be paid from the existing Community fund.

Policy

Somerton Parish Council awards grants, at its discretion, to Parish organisations or groups 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 recreation, education, arts, and sports
- Encouraging new groups
- Improving the environment
- Activities that raise its profile and promotes the Parish of Somerton in a positive way.

Applications will be considered for the following purposes:

- For the purpose of purchasing equipment either in part or in full.
- For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

Terms and Conditions

1. To qualify for an award the applicant must be able to demonstrate that any funding from Somerton Parish Council will benefit the Parish or residents of the Parish.
2. The Council reserves the right to consider whether the costs are appropriate and realistic and how effectively the grant is being used by the organisation or group
3. Grants will not be awarded to individuals, commercial organisations, local groups where fundraising is sent to a central Headquarters for redistribution, national charities, religious

organisations unless for a purpose which does not discriminate on grounds of belief, where there is a statutory duty upon other local or central government departments to fund or provide or political parties.

4. The size of any grant awarded is at the sole discretion of Somerton Parish Council.
5. Additional applications within the same financial year will not normally be considered.
6. Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.
7. All awards must be used for the purpose for which the application was made.
8. If the group is unable to use the award for the stated purpose, all monies must be returned to Somerton Parish Council.
9. The Parish Council reserves the right to reclaim any grant should it not be used for the purpose it was approved for.
10. All awards must be properly accounted for and evidence of expenditure should be supplied, when the project has concluded (normally within 12 months of the date of the Grant).
11. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council.
12. Somerton Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.
13. There is no appeal process if an application is turned down.
14. Failure to complete any section of the application form may result in your application being delayed or rejected.
15. Applications must be received a minimum of ten days before the next Full Somerton Parish Council meeting.

Application Procedure

Financial assistance can be requested by completing the Grant Application Form, appended to the end of this document, and submitting it via email to the Parish Clerk.

Successful Applications

- Will be informed within two weeks of the Parish Council meeting where it was approved.
- Organisations receiving grants are required to advise their users/members that the grant had been received from the Parish Council.

- Grant recipients may be required to prepare a brief report or attend the Annual Parish Meeting and provide a presentation on how the grant has been utilised.
- Where equipment is gifted to an organisation, Somerton Parish Council requires it be insured and maintained at the expense of the user.
- Your details will be held by Somerton Parish Council in accordance with the Data Protection Act to administer the grants process.
- You will be required to have read the above terms and conditions

GRANT APPLICATION FORM

Name of Organisation or Group	
Name of Applicant	
Position within Organisation or Group	
Contact Address	
Contact Telephone Number	
Contact Email Address	
Is your Organisation or Group a registered charity? If yes, please provide the charity number	
Does your Organisation or Group have an annual record of accounts?	
Please describe your group's main activities	
Please provide details of the Grant, such as:- What is the grant for? Who will benefit from it? How will Somerton Parish benefit from it? Are you asking for additional sources of funding?	

Total Expected Cost and breakdown	
Amount of grant requested from Somerton Parish Council	
When are the funds required?	