

The Charltons Parish Council

Grant Policy

The Charltons Parish Council (the Council) is funded by the residents of The Charltons and subject to funds being available may provide financial support to community organisations which are working for the benefit of the Charltons Community. In awarding grants the Council is aware of its responsibilities to ensure that public funds are responsibly managed.

Basic Requirements:

To be considered for a grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to mainly benefit residents of The Charltons. All funding requests for amounts of £500 or greater must use the appropriate application form and applicants must provide all the information requested (see Requests for Grants). Requests for amounts less than £500 may be made by email or letter. Applications will be invited twice a year, to be considered at the February and September Council meetings.

Successful applicants will be required to:

- Acknowledge receipt of the grant.
- Acknowledge The Charltons Parish Council's support in any publicity material.
- For grants greater than £500 demonstrate by a written report how the grant was spent within 12 months of the grant being awarded.
- Make an oral report on how the grant has been spent and the benefits to The Charltons community at the next Charltons Annual Parish Meeting following receipt of the grant.

Requests for Grants:

Applications for grants will be welcomed from organisations, clubs, societies, or groups that can provide:

- A copy of the organisation's constitution, terms of reference or rules.
- A statement of the levels of benefit to the Charltons Community.
- A copy of its latest audited accounts and balance sheet. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to function as auditors.
- Details of the organisation's bank account.
- A project plan that sets out how the grant will be spent and what the outcomes of the project will be.

The Grant Scheme is unable to support:

- Organisations with a closed or restricted membership.
- Organisations with party political links.
- Medical research, equipment, or treatment.
- Projects or organisations which discriminate on the grounds of race, religion, or gender.
- Applications to cover costs which have already been incurred.
- Organisations which do not provide a service to the community of The Charltons.
- Services which should be provided by statutory funding.
- Religious groups where funding is to be used to promote religious beliefs.
- Individuals or appeals supporting an individual.

Applicants should be aware that:

- All grant aid is subject to the Council's officers being satisfied with the financial status of the applicant.
- Applications from organisations with substantial unallocated resources will not be considered a priority.
- Grants must be restricted to the purpose for which they were given.
- Applications from schools and religious groups will be considered where a clear benefit to the wider community can be demonstrated.
- Organisations are generally restricted to one grant application during each Parish Council fiscal year. However, the Council may consider additional applications during the same fiscal year in cases of extreme need.
- The Council reserves the right to request copies of quotations and other documentation as evidence of proposed expenditure. It may facilitate your application if quotations are provided as a part of the supporting documentation.
- For an application to be considered at the next available meeting all relevant paperwork should be submitted to the Parish Clerk at least 10 working days prior to that meeting.