

ELSWICK PARISH COUNCIL
DRAFT GRANT AWARDING POLICY
Adopted 24.11.16

The Parish Council will consider applications for grants from voluntary groups or charitable organisations within the village.

To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.

Applications will only be considered from properly constituted community organisations. An organisation will only be considered to be properly constituted when:

1. The organisation is a registered charity or not for profit organisation **OR**
2. The organisation is an unincorporated association which has existed for no less than three years and maintains a bank account in the name of the association.
3. Applications will not be considered unless the attached application form is completed in full and returned with the following documents:
 - I. **A copy of the organisation's constitution or rules**
 - II. **A copy of the latest annual accounts of the organisation**
 - III. **A copy of the minutes of the Annual General Meeting where the annual accounts were approved by the members of the organisation**
4. The organisation must exist for the benefit of residents of Elswick as follows:
 - I. Either, the majority of members of the organisation must be residents of Elswick; or
 - II. The service provided by the organisation must predominately benefit the residents of Elswick.
5. Grants will not be made to organisations for the provision of a service that is required by statute.
6. Each application shall be considered on its merits by the Parish Council which shall seek to maximise the benefits derived by the residents of Elswick.
7. Only one grant application per year may be made per organisation unless there are exceptional circumstances.

Conditions: -

1. Grants will not be awarded to individuals
2. Additional applications within a 12 month period will not be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.

**ELSWICK PARISH COUNCIL
GRANT APPLICATION FROM LOCAL COMMUNITY ORGANISATION**

Name of organisation

Address at which the organisation usually meets

Name of person completing application

Role within organisation

Address

Email

Telephone

Brief overview of the aims / objects of the organisation

Number of members of the organisation

Percentage of members who are Elswick residents %

Brief overview of the purpose for which the grant is required

Brief summary of other sources of funding (including self-generated income) that have been explored

Total cost of providing service £

Amount of grant requested from Elswick Parish Council £

The clerk must receive an application more than 7 days before the next Parish Council Meeting for it to be listed for consideration:

Please return this fully completed form to:

Miss Jane Lingings
Clerk to the Council
Elswick Parish Council
Charoland Farm
Greenhalgh Lane
Greenhalgh
Preston, Lancashire
PR4 3HL

clerk@elswickparishcouncil.gov.uk

Tel: 07876 196434