



palgravepc@gmail.com

www.palgrave.onesuffolk.net

GRANT AWARDING POLICY

Palgrave Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Palgrave and its residents.

This document outlines Palgrave Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

General information for applicants

It is Palgrave Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Palgrave Parish Council. The size of any grant awarded is at the discretion of the Parish Council.

Who is eligible to apply

The following organisations may apply to Palgrave Parish Council:

- a. A Palgrave based charity
- b. An organisation serving the needs of the residents of Palgrave
- c. Resident(s) of Palgrave requesting grant aid with a project/event, which will be for the benefit of the local community
- d. A Palgrave based club /association /charity serving a specific section of the community or the community as a whole
- e. A local branch of a regional or national organisation /group which serves the needs of the residents of Palgrave.

Who is not eligible to apply

We will normally reject applications from:

- a. Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- b. Projects which improve or benefit privately owned land or property
- c. Support for individuals or private business projects
- d. Applications by "for profit" commercial organisations
- e. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Palgrave Parish Council
- f. From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda

Priority will be given to those applications submitted early in the financial year (which runs from April to March), however the Parish Council reserves the right to leave the application process, funding dependent, until the end of the financial year.

What can be funded

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area. The project must be something that will improve the social, environmental and /or economic profile of Palgrave. Priority will be given to those applications which add value over applications for running costs.

The following are unlikely to be considered as a grant priority

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

Conditions of grant

Palgrave Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Financial support can be only be used for the purpose for which the grant is given.

Grants must not be distributed to any other organisation.

Applications should be submitted, using the Small Grant Application Form to:

The Clerk, Mrs Caroline Emeny c/o 2 Old School, Laxfield, Suffolk IP13 8DL. e-mail: palgravepc@gmail.com

Decisions will be based on the following criteria

- o General eligibility
- o Impact on key local need
- o Community support
- o Value for money
- o Environmental impact
- o Community involvement
- o Feasibility
- o Likely effectiveness

Recurring Awards

In order to ensure the continuing viability of certain charitable organisations, the Parish Council will undertake to make grants year-on-year, budget permitting. Historically these have been approved at the December meeting. However in order to ensure confidence that there is a continuing benefit to the residents of Palgrave, each organisation shall submit an annual return, where possible, stating the proportion of the service or goods relating directly to Palgrave.

APPLICATION FOR A GRANT

Before competing this form, please read carefully the Palgrave Grant Awarding Policy. Copies of the form together with the **latest copy of examined accounts**, where possible, must be submitted along with any supporting documentation requested.

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If you have any queries on the completion of this form please contact the Parish Clerk, Palgrave Parish Council, c/o 2 Old School, Laxfield, Suffolk IP13 8DL. e-mail: palgravepc@gmail.com

DETAILS OF YOUR ORGANISATION

Name of Organisation and Principal Contact :.....

Address:.....

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Contact Telephone No.:.....

Email:.....

Registered Charity No.:.....

If you are part of a larger organisation, enter its name:.....

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Principal aims and objectives:.....

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DETAILS OF GRANT REQUESTED

Explain your need for a grant with the likely number of beneficiaries, their age profiles and their location

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Grant requested: £.....

DETAILS OF OTHER GRANTS

Received in the last two years.....

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Currently applied for.....

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Please use this space for any significant information about your organisation not already supplied

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I certify that the foregoing replies are accurate to the best of my knowledge

Signature of applicant_____

Office Held_____Date _____