

GRANT AWARDING POLICY / TERMS & CONDITIONS

1. Introduction

1.1 **Plaistow and Ifold Parish Council** (the Council) welcomes and values the work of local voluntary groups and organisations. The Council is empowered under the Local Government Act 1972 to spend some of its money, subject to limits and regulations, on purposes that it considers to be 'in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its inhabitants'. The Council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process (January). Applications will be invited to be assessed at two points during the financial year.

2.2 Applicants must complete a grant application form and return it, together with the required financial information, to the Council to meet the following deadlines:

- Tranche 1 – by **6th January**, for a decision during the **March** full Parish Council meeting
- Tranche 2 – by **6th June**, for a decision at the **July** full Parish Council meeting

2.3 Grants awarded at the **March** meeting will be paid no later than **30th April**. Grants awarded at the **July** meeting will be paid no later than **30th September**.

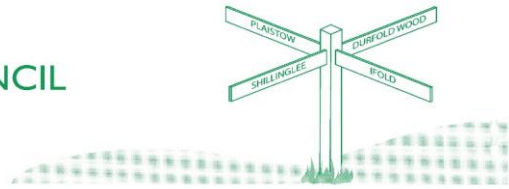
2.4 Grants will not routinely exceed 50% of the cost of the project or activity.

2.5 Applicants will provide details of the project/activity and the number of Council residents expected to benefit.

2.6 Organisations must provide a report of how the money has been spent; to be reported at the Annual Assembly. Any unspent money must be returned to the Council.

2.7 As a condition of receiving a grant, organisations will be required to acknowledge the Council's support in publicity material.

2.8 The Council will not normally support commercial organisations, major charities, bodies considered to be self-funded, or provided for by other authorities.



2.9 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the Council. The Council reserves the right to refuse any grant application; or offer an alternate amount to that originally requested.

2.10 In addition to 2.1 – 2.9 above, the following general criteria will apply to all applications:

1. The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility, or staffing costs.
2. The purpose for which the grant is requested must be in the interests of Plaistow and Ifold Parish, or any part of it; or all, or some of the inhabitants of Plaistow and Ifold Parish. (Plaistow and Ifold Parish Council is defined by the boundaries of the Parish.) The benefit to the area or inhabitants must be commensurate with the expenditure.
3. Groups or organisations within the area of the Council may apply; those outside the Council area who can demonstrate direct benefit to Plaistow and Ifold Parish, may be eligible to apply for consideration.
4. No financial assistance can be given to individuals under this scheme.
5. No grant will be payable to, or for, any commercial venture, or for private gain.
6. Retrospective applications will not be funded i.e. where the expenditure on the project has been carried out, or the event has taken place.
7. Any previous grant(s) made to a group or organisation may be considered when considering a new application.
8. Preference is usually given to projects which can be completed within one year of the funding being awarded.
9. Each application will be considered fairly on its merit and the amount of the grant will be at the discretion of the Council.
10. Applicants should notify the Council when the project has been completed and update the Council as to how the grant money was spent and whether the grant accounted for the expected proportion of the total funding requirements and what benefit accrued to the community as a result.

2.11 Applications for support for a Commemorative Event or Festival:

1. The application must relate to a community event, a festival, or special event in commemoration and be held within/or in the interests of Plaistow and Ifold Parish.
2. Preferably, the application should be for the support of specific identifiable elements of the event or festival, rather than towards general running costs.

2.12 Applicants must complete the following forms:

1. Grant Application Form
2. Grant Applicants Data Protection Consent Form (so that details provided can be used and retained by the Council).