

COATES PARISH COUNCIL

GRANTS POLICY

ELIGIBILITY, CRITERIA FOR AND CONDITIONS ATTACHED TO GRANTS

1. The amount of any grant payable will be determined by Coates Parish Council but, in general, this will not exceed £5000.00.
2. Any financial support would not normally exceed 50% of the total cost of the intended expenditure required by the voluntary organisation for the purpose stated in its application.
3. Where a grant is awarded, the organisation should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance. (Please supply names of other sponsors to whom applications have been made at Item 8 of the Grant Application Form.)
4. **The applying organisation should be a properly constituted voluntary body and should be based either wholly in the Parish of Coates or be able to demonstrate to the Council's satisfaction that a significant number of its beneficiaries are parishioners of Coates.**
5. The organisation should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.
6. If possible, the organisation should provide a set of audited accounts from the previous financial year.
7. The Clerk may seek any further details deemed necessary from the applicant in order to assist the council in its deliberations, including quotations for intended expenditure.
8. Each year a random sample of grants will be examined for audit purposes.

Dear

GRANTS TO VOLUNTARY BODIES

Coates Parish Council welcomes applications from voluntary groups and organisations in the area for financial support.

In order to be as objective as possible, and to help applicants put their case, a system exists whereby application forms are made available with supporting guidance notes for additional assistance.

Applications should detail the nature of the work of the group and the purpose for which grant support is sought. The applicant must demonstrate that the grant award will benefit the Parish of Coates and or its residents.

There is a strict criteria governing how a Parish Council can apply its resources and Coates Parish Council must be satisfied that the award of a grant will both satisfy a local need and comply with current empowering legislation.

Application forms will be available from the Clerk and should be completed and returned to the Clerk.

Once the Council has decided to award a grant and notified the applicant, the Council will aim to pay over the agreed sum in the following month.

The Council has limited financial resources, and all applications will be considered on merit.

Clerk to Coates Parish Council

Email: clerk@coatesparish.org.uk

**GRANTS TO VOLUNTARY BODIES
APPLICATION FORM**

1. NAME OF ORGANISATION.....

2. ADDRESS.....

.....

3. TELEPHONE NUMBER.....

**4. CONTACT NAME.....
(to whom all enquiries should be addressed)**

5. TOTAL COST OF INTENDED EXPENDITURE.....

6. AMOUNT OF FINANCIAL ASSISTANCE SOUGHT from Coates Parish Council
.....

**7. PURPOSE FOR WHICH ANY GRANT AWARDED WOULD BE USED
(attach additional notes if necessary)**
.....
.....
.....

8. OTHER SPONSORS to whom applications have been made
.....
.....

9. ORGANISATION'S ANNUAL INCOME.....

10. HOW IMPORTANT WILL THE AWARD OF THIS GRANT BE TO YOUR ORGANISATION?
.....

11. IF YOU DO NOT RECEIVE THE FULL AMOUNT REQUESTED (AS PER QUESTION NUMBER 6) WHAT IMPACT WOULD THIS HAVE ON YOUR PROJECT?

.....
.....
.....

12. HAVE YOU HAD ANY FINANCIAL ASSISTANCE FROM THIS PARISH COUNCIL IN THE LAST THREE YEARS, IF SO, WHEN AND HOW MUCH?

.....

PLEASE RETURN THE COMPLETED APPLICATION FORM ALONG WITH ANY SUPPORTING DOCUMENTATION (including the most recent set of audited accounts) TO THE PARISH CLERK. Requests for grants are considered by the Council quarterly.

YOU WILL BE NOTIFIED IN DUE COURSE WHETHER OR NOT YOUR GRANT APPLICATION HAS BEEN SUCCESSFUL.

Coates Parish Council reserves the right to verify that the grant has been used for the purpose authorised. If the due purpose cannot be verified the grant may be reclaimed and future grants stopped.

Clerk to Coates Parish Council

Email: clerk@coatesparish.org.uk