

# Chesham Bois Parish Council

## Grant Awarding Policy and Application Form

### Policy Statement

A grant or subsidy for these purposes is any payment made by Chesham Bois Parish Council (hereinafter referred to as CBPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by CBPC. The intent of any grant or subsidy given by CBPC is that it should support initiatives in the local community and help create opportunities for the residents of Chesham Bois that are not, as a matter of course, funded by CBPC.

### Guidelines for Grant Applications

1. It is a prerequisite of any grant application that the group or project must bring direct benefit to at least some of the residents of Chesham Bois. All applications must clearly demonstrate how this will be achieved.
2. Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
3. Grant applications cannot be made retrospectively.
4. Applications WILL NOT be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - Private organisations operated as a business to make a profit or surplus.
  - Upward funders; i.e. local groups whose fund raising is sent to their central HQ for redistribution.
  - Individuals.
5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Schools will only be grant aided for environmental purposes or if, in the opinion of CBPC, their application is for the benefit of the wider community.
7. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
8. It must be understood that any grant must only be used for the purpose for which it was awarded and that any unspent portion of the grant must be returned to CBPC by the end of the financial year in which it was awarded unless a firm

financial commitment has been entered into which will be met within the following year.

9. If the grant is being made to purchase a capital item CBPC must be provided with a copy of the invoice before the grant payment is made.
10. Although CBPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
11. CBPC reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured or is anticipated from other sources or own fund-raising activities (which must be declared).
12. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
13. The size of any grant awarded is at the sole discretion of CBPC.
14. CBPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
15. CBPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of CBPC.
16. Grant applications will be decided by the full Council.
17. Applicants must acknowledge CBPC in any publicity relating to the grant and agree to CBPC publicizing details of any grants it makes.
18. This policy may be amended at any meeting of CBPC following a motion having been published on the agenda for that meeting beforehand.

# GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

**Data Policy:** The information submitted in this Application Form will only be used for the specific purpose it is intended for grant applications. The Chesham Bois Parish Council Data Protection Privacy Policy can be found on the website: <https://www.cheshamboispc.org.uk>.

Name of group/organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address	
Brief description of group and its aims	
Brief description of project for which you are making this application.  Please state how much money is being applied for.	

What is the total cost of this project? Please provide details of how this figure is built up.	
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Number of members in the Group	
Number of members resident in the parish	
Total spent by the group in the last twelve months	
Total received by the group in the last twelve months	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations	