

## **Yealmpton Parish Council – Grant Giving Policy**

### **Introduction to Policy**

The Parish Council wishes to support local groups and organisations who work within the parish or community to benefit the parish or members of the parish.

Grant giving is funded from annual precept income and forms part of the budget set annually in January.

### **Eligibility Criteria**

The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life and wellbeing of parishioners
- Improving the environment
- Promoting Yealmpton Parish in a positive way

Applicants must be non-profit making organisations or registered charities, with a bank account in the name of the organisation. Grants will not be made to individuals.

Grants will not be made retrospectively and ordinarily only one application will be considered from an organisation in any financial year. The financial year runs from 1 April.

Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Yealmpton Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Parish Council.

### **When to apply**

Applications are generally only considered once a year, in advance of setting the budget for the following financial year. All applications should be submitted by 1<sup>st</sup> December and will not be paid until the following financial year. You will be notified of the outcome of your application after the January budget setting meeting.

### **Important things to note**

The application for a grant will be discussed during a public Parish Council meeting. Applicants are welcome to attend this meeting and speak in the public forum, in advance of the Parish Council meeting. During the Parish Council meeting, there may be a discussion of any information (including financial) provided to the Parish Council as part of the application. Details of the grant application and whether or not it was successful will be included in the published minutes of the Parish Council meeting.

Grants are ordinarily paid upon the presentation of a brief completion report, with receipts or proof of purchase and photographs. These will be referred to and shown during the Parish Council meeting, details will also be included in the minutes of the Parish Council meeting.

Generally, grants are not paid in advance of the project or works being completed. If this presents a problem for the funding of the project or works, please make this clear in your application. Additional information and documentation from your organisation may be required to consider this request and any grant awarded, may be subject to additional conditions, for example, your bank account must require two authorised signatories for cheques, online payments and transfers.

You must use the grant within the financial year for which it was awarded and solely for the purpose for which it was given. Any delays with project timescales must be reported to the Clerk. If the grant is not used in the financial year for which it was awarded, it will not automatically be carried forward into the following year's budget. If you do not believe you will be able to take up the grant in the financial year for which it has been awarded, please notify the Clerk in writing by 1<sup>st</sup> January, with any request for it to be carried forward. This request will be considered at the January Parish Council meeting.

Parish Councillors with a connection to the grant application should declare an interest and not vote on the application.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

All personal data provided will be processed in accordance with the Council's Privacy Notice and used solely for the purposes of administering grants. Bank details will be stored securely and used only for the purpose of transferring grant funds.

### **How to apply**

Please fully complete the below application form and provide the necessary supporting documentation. Applications should be sent to the Parish Clerk, who may request further information or documentation, prior to presentation at the Parish Council Meeting.

Sasha Walton-Jackman  
Parish Clerk  
[Clerk@yealmpton-pc.gov.uk](mailto:Clerk@yealmpton-pc.gov.uk)  
07702640950

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

All applications must be returned to the Clerk for the application to be discussed by Council at the Parish Councils meeting.

Any application awarded a grant would be notified by email.

|                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of Organisation                                                                                                        |
| 2. Please outline the legal status of the organisations e.g. community interest group, registered charity etc.                 |
| 3. Please outline the main aims and objectives of your organisation                                                            |
| 4. Name, address, telephone number, email address and status of contact                                                        |
| 5. Bank Account of organisation (for the purposes of transferring the grant)<br>Name of account<br>Sort code<br>Account number |
| 6. For what purpose or project is the grant requested?                                                                         |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                               |
| 7. What is the total cost of the above project? If this is more than the total of the grant being requested, please outline how the residue will be financed. |
| 8. Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?                                         |
| 9. Who will benefit from the project                                                                                                                          |
| 10. How many of those who will benefit reside in the parish of Yealmpton?                                                                                     |
| 11. Please outline any other information below that you believe is relevant to your application.                                                              |

All grants if not spent on the purpose for which they are granted must be returned to the Parish Council.

### **Declaration by Applicant**

I declare that all information provided in this application and supporting documents is true, complete, and accurate. I understand that false or misleading information may result in withdrawal of funding or repayment of any grant awarded.

I confirm that the organisation has appropriate governance, financial controls, and safeguarding measures in place to manage public funds responsibly.

I agree to use any grant awarded solely for the purpose stated in this application, to provide monitoring information and receipts if requested, and to allow inspection or audit of records relating to the grant.

I understand that the Council reserves the right to recover any unspent or misused funds.

I consent to the Council holding and processing the information provided for the purposes of grant administration, monitoring, and reporting, in accordance with data protection legislation.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

### **Checklist**

Please ensure the following documents are included with your application:

- Fully completed application form
- Annual Accounts or detailed budget/plan
- Copy of constitution

### **Grant Completion Report Form**

Organisation Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Amount Awarded: £ \_\_\_\_\_

Date Grant Awarded: \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

#### **1. Project Summary**

Please provide a brief description of what was delivered with the grant:

#### **2. Outcomes & Benefits**

What difference did the project make?

Who benefited (number of people, groups, or parish residents)?

#### **3. Financial Statement**

Total project cost: £ \_\_\_\_\_

Grant spent: £ \_\_\_\_\_

Other funding sources (if any): \_\_\_\_\_

Please attach receipts or proof of expenditure.

#### **4. Monitoring & Evidence**

Please provide any supporting information (photos, reports, feedback) that demonstrates how the grant was used.

### **Declaration by Applicant**

I confirm that the grant awarded by Yealmpton Parish Council was used solely for the purpose stated in the application, and that all information provided in this report is true and accurate.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_