



Fremington Parish Council Grant Aid Policy

Date of Review	Change Description	Minute No.
30 th April 2015	Review	1504/50
28 th April 2016	Review	1604/63
25 th May 2017	Review	1705/60
24 th May 2018	Review	1805/68
30 th May 2019	Review	1905/74
25 th June 2020	Review	2006/29
29 th July 2021	Review	2107/17
30 th June 2022	Review	2206/29
23 rd July 2024	Re-write	2407/07

Introduction

Fremington Parish Council recognises the importance of local voluntary, charitable and community groups and as such the Council budgets a sum of money every financial year for grants to support these groups where the activities will contribute to, and be of benefit to, the life or community and benefit the people of Fremington Parish.

These grants are limited and are made available to organisations and groups that can demonstrate a need for assistance. The aim of providing grant funding is to assist these community and voluntary groups with one-off costs and grants should be used towards project costs rather than running costs (although running costs will be considered if imperative to the group) and can be used as match-funding to attract funding from other external sources.

The Parish Council will budget a total figure of £3,000 a year (the figure will be reviewed annually) for grant aid. There will be two funding streams which groups can apply to, the Parish Councillor Grant and the Central Fund. Each Parish Councillor will be allocated £150 to fund project led grant applications, subject to the Executive Officer being satisfied that the project/application meets the conditions. The remainder of the agreed budget will be placed into a Central Fund which groups can apply to for additional funds or larger grants.

If a Parish Councillor has not spent the full allocation of £150 by 31st December in the current financial year the remaining balance will be added to the Central Fund. All funds allocated must be spent within the financial year unless an extension is agreed with the Executive Officer.

An individual Councillor cannot support the same group two years in a row.

Applications to the Central Fund should be submitted to the Parish Council by the 15th January, the Finance and Personnel Committee will consider the allocation of the Central Fund at its January meeting and funds paid in February.

In certain approved cases, the provision of work carried out by the Council's own staff and/or use of Council premises may be considered. The Parish Council may also consider grant funding to an individual if the project is of benefit to the community, payment will only be made upon submission of receipts for expenditure.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Processes:

Application Process

Parish Councillor Grant Fund

Applications to the Parish Councillor Grant Fund will open in March for the forthcoming financial year, no grant payment will be made before April.

You should contact at least one Parish Councillor in the first instance to discuss your project and agree an allocation of grant funding, no grant funding will be allocated under the Parish Councillor Grant Fund without the support of the Parish Councillor(s). Once you have the support and have agreed your application with a Parish Councillor you should submit the following information to the Executive Officer:

Please ensure that the following documentation is enclosed when applying for a Parish Councillor Grant:

1. A completed Parish Councillor Grant Application Form. This form is available from the Parish Council Offices throughout the year and can also be down loaded from the Parish Council's web site.
2. Latest financial accounts.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.

Once your application has been received with all of the required documentation the Executive Officer will contact the Parish Councillor(s) stated on your application to confirm support, the Executive Officer will also check that your application meets the requirements for grant funding, and you will be notified by the Executive Officer once a decision has been made.

Upon confirmation that your application has been successful your grant funding will be paid via Bank Transfer as soon as possible and should be spent within the current financial year, unless an extension is agreed with the Executive Officer.

You will be required to complete an evaluation form at the end of your project.

An individual Councillor cannot support the same group two years in a row.

Central Fund

All applications for grant funding from the Central Fund should be submitted on the Central Fund application form and submitted to the Executive Officer.

Please ensure that the following documentation is enclosed when applying for a grant:

1. A completed Grant Aid Application Form. This form is available from the Parish Council Offices throughout the year and can also be downloaded from the Parish Council's web site.
2. Latest financial accounts.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.

The deadline for receipt of applications is 15th January each year.

Applications will be considered by the Finance and Personnel Committee at the January meeting.

Applicants will be advised following the meeting whether their application has been successful.

Payment will be made via Bank Transfer in February.

Conditions

1. Organisations and Locality
 - 1.1 Applications will only be accepted from charitable, voluntary and non-profit making organisations.
 - 1.2 Organisations should be local to Fremington Parish or, if outside the boundary, its work should be of benefit to the Parish and its residents.
 - 1.3 At present, the Council is unable to give financial assistance to individuals or charities operating overseas.

2. Type of Financial Assistance
 - 2.1 The Council would normally provide grant aid towards specific projects or purchases of equipment; however, it will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the Parish and/or its residents.

 - 2.2 The Council will also consider assistance in kind, by the provision of work carried out by the Council's own staff and/or use of Council premises.

3. General
 - 3.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.

 - 3.2 Grants will not be made for money already spent.

 - 3.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date to demonstrate how the funds were spent. The report may also be included in the Council's newsletter or howsoever the Council may wish to use it.

 - 3.4 If an Organisation is dissolved the Council would expect the Organisation to reimburse the grant awarded.

 - 3.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.

- 3.6 The awarding of a grant does not set a precedent for any subsequent applications.
- 3.7 If contractors are used for any work, the Council may require Organisations to provide written estimates.

Please Note:

Fremington Parish Council acknowledges that Organisations, particularly new and smaller ones, may experience difficulty in completing the application and all possible assistance will be given to help those organisations. Fremington Parish Council will also:

- Publicise widely, throughout the Parish, the availability of grant aid
- Review the grant aid budget annually
- Periodically review the policy