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## For Information

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### Grant Application Policy - 2024/25

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Adopted: 11/07/2024

Chairman: Cllr. D Peat

Minute Ref.: 240711/6

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*Administered by Clerk and Responsible Financial Officer to  
Simonstone Parish Council.*

*Review Date: January 2025*

## **The aim of the policy is to ensure openness, transparency and fairness to all groups and organisations that wish to apply to the Parish Council for a grant.**

Simonstone Parish Council can make monetary grants to groups and organisations that work for the benefit of the local community within Simonstone.

An organisation can only make one application for a grant in any one financial year (April to March). In exceptional circumstances the Council may consider additional requests. The Council regrets that it is not able to make grants to individuals therefore, applications must be from three or more people.

Application forms and further details are available from Simonstone Parish Council's Clerk. Details are provided at the end of this document.

### **CONDITIONS OF FUNDING**

- Applications will be considered from charitable or non-profit making organisations.
- Applications will be considered for projects being carried out by three or more people.
- Applications for funding must include a fully completed Grant Application Form with all the yellow sections completed, and all requested information provided.
- The Clerk may aid the applicant in completing the form, especially if disabilities would otherwise impede an application being made. However, this is at the discretion of the Clerk and cannot fully use the quota of time the Clerk has available for Council matters.
- Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within Simonstone.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
- Simonstone Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- A timeframe to be agreed for the grant to be spent and evidence reported back to Simonstone Parish Council.
- Organisations that receive a grant are required to acknowledge the contribution from Simonstone Parish Council on publicity and printed material and in all public communications, such as websites, press releases and newsletters.

### **PROPORTIONALITY**

Simonstone Parish Council does not wish the application form to deter smaller groups of residents getting together to work on a project for the benefit of the community. Therefore, for requests under £60 only an application form needs to be completed. Full financial statements are not required.

### APPLICATIONS THAT WILL **NOT** BE CONSIDERED

- From a single individual or a group of less than three persons.
- From commercial enterprises set up to generate profit.
- From health, education or welfare organisations whose services should be provided by statutory funding.
- From organisations intending to support or oppose any particular political party.
- From organisations that discriminate on the grounds of race, religion or sexual orientation.
- From private organisations that operate as a business to make profit or surplus.

### APPLICATIONS THAT WILL **NOT** USUALLY 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.

### OTHER CONSIDERATIONS

- Grants will not be awarded on a retrospective basis but only on future funding requirements.
- Simonstone Parish Council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return.
- A copy of the organisation's latest bank statement is required to be included with the application and it will be into this account that any grant will be paid and not an individual account.
- Grant applicants if they wish, can address the meeting at which their grant is being considered.

- 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. The Council can provide grants under s.137 to religious groups and churches so long as a benefit is demonstrated to many in the community and not just the respective congregations of the religious group(s).
- Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are direct benefits to the wider community within Simonstone.

For further information please contact the Parish Clerk.

### WHAT WE NEED FROM YOU

- Supporting information / evidence needed for the project.
- Evidence of secured funding / applications for other funding.
- Estimates or quotes for work / equipment where appropriate.
- A copy of your organisation's latest bank statement or statement of accounts.

## ADDITIONAL INFORMATION

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.

All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community.

An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

Ongoing commitments to award grants or subsidies in future years will not be made.

A fresh application will be required each year. However, Simonstone Parish Council cannot guarantee funds across multiple years as it must strive to balance funding across multiple groups.

Each application will be assessed on its own merits and will be considered along with other applications at a Parish Council meeting. To ensure as fair a distribution as possible, the Parish Council will consider the amount and frequency of previous awards.

Due consideration will be taken of the extent to which funding has been sought or secured from other sources or own fundraising activities. Further details of other organisations that may be supportive may be obtained from Simonstone Parish Council's Clerk.

If approved by the Council, the grant will be paid directly into a bank account. It must be acknowledged promptly by the organisation, stating the amount granted.

Any grant must only be used for the purpose for which it was awarded unless the written approval of Simonstone Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Simonstone Parish Council by the end of the financial year following the year in which it was awarded.

Simonstone Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.

There are certain instances where a Council are required by law to have sight of a report as to how money has been spent, where s.137 is used as the spending power, and where assistance worth £250 or more is given to a voluntary body, the body must give a written report to a Council within 12 months stating how the money has been used.

## Further Information and Applications Forms.

Application forms and further information is available from the Parish Council's Clerk:

Post: 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD

Tel: 07855 183 444

Email: [clerk@simonstone-pc.gov.uk](mailto:clerk@simonstone-pc.gov.uk)

Application forms are also available on the Council's website [www.simonstone-pc.gov.uk](http://www.simonstone-pc.gov.uk)

