CAPEL PARISH COUNCIL GRANT AWARDING POLICY

1. Introduction

Capel Parish Council welcomes and values the work of local voluntary groups and organisations. The Council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed at two points during any financial year.

2.2 Applicants must complete a grant application form and return it, together with the required financial information, to the Parish Clerk to meet the following deadlines:

- By 01 January
- By 01 May
- By 01 September
- By 01 November

2.3 Grants will be discussed at the next Finance Committee meetings and recommendations made at the following full Parish Council meeting.

2.4 Grants will not routinely exceed 50% of the cost of the project or activity.

2.5 Applicants will provide details of the project/activity and the number of residents expected to benefit.

2.6 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the Council.

2.7 As a condition of receiving a grant, organisations will be required to acknowledge CPC's support in publicity material.

2.8 The Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.9 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the Finance Committee.

2.10 The Council reserves the right to refuse any grant application or offer an alternate amount to that originally requested.

CAPEL PARISH COUNCIL APPLICATION FOR GRANT AID

This form should be completed and submitted to the clerk at the address below by 01 January, 01 May, 01 September or 01 November, together with a copy of your last audited accounts or financial statement.
In exceptional circumstances, if you are seeking grant aid at any other times during the year, the council requires your application form and supporting documents to be submitted at least 60 days before funds are required. Please note the Grant Awarding Policy attached.

1	Name of Applicant Organisation	
2	Year of formation	
3	Objectives	
4	Current membership	
5	Person responsible	
6	Address	
7	Daytime telephone number	
8	Email address	
9	Describe the purpose for which Grant Aid is sought	
10	Total anticipated cost of the project and how this will be achieved	
11	Amount of Grant requested	
12	If you have applied to any other source for financial assistance, please give details	

I hereby certify that to the best of my knowledge and belief the above information is correct.

Date: ……..
Signed: ……..

Please return this form to the Parish Clerk, together with supporting documents.
Parish Hall and Office, 55a The Street, Capel, RH5 5LD.
Email: Clerk@capel-pc.gov.uk