

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

GRANT APPLICATION PROCESS

PURPOSE

The purpose of this procedure is to define a consistent and fair process against which grant applications can be made to Council.

SCOPE

Grant applications will only be considered from bona-fide voluntary and or charitable organisations, properly constituted and administered. The organisations activities must benefit all or some of the Parishioners of Newnham on Severn, or the habitat and environment of the Village. Any grant awarded must be commensurate with the benefits delivered to the community. Grants will only be made to support specific projects or purchases. Grants will not be made to support general expenditure

GENERAL

Grants will be considered against three categories

Minor.

- Grant value not to exceed £300
- Grant applications will be considered in March & September.
- All applications must clearly define the benefits to the community

Applications will be initially reviewed by full council at the next parish meeting.

Major

- Grant value in excess of £300
- Applications will initially be reviewed by the Finance committee in March and September with a recommendation to full council at the next parish meeting. Grant applications must therefore be presented to Council in February or August to allow full investigation prior to the finance meeting.
- Preferential consideration will be given to applications whereby the grant from the Parish Council will assist in obtaining grants from other sources.
- Applications must be accompanied by latest statement of audit accounts and current bank balances
- A detailed project proposal including budgeting and implementation plans must accompany the application
- Details of other grant aid being sought or secured for the project for which a grant has been requested.
- Applications involving the improvement to land or buildings must show some security of tenure.
- Where planning permission or other permissions are required to proceed with the project, these must be clearly demonstrated as being obtained.
- Applicants will be required to attend a Finance and full council meeting to present their case.

Emergency

- Emergency grants will be considered at the next full council meeting. Notice of the request must be made at least 10 days prior to the meeting to allow its inclusion on the agenda.

Any grant made may be subject to conditions imposed by the parish council

All applications must be made to the clerk using the grant application form (appendix 1)

Adopted by full council 28th Sept 2015

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

Appendix 1

GRANT APPLICATION

Name of Organisation:

Amount Requested: £

Purpose of the grant requested:

.....

Approximate current bank balance £

Please enclose a copy of your last audited accounts or recent bank statements for **all** accounts.

The statements should be **relevant to the period when the application is considered**

Estimated income for this financial year (subscriptions, interest etc.) £

Any additional comments to support the application:

.....

.....

.....

Applicant's Name (PRINT):

Signature: Position held:

Address of Applicant:

.....

.....

Tel No:

Date:

For Major grants in excess of £300 additional support information has been included Yes/No

Clerk to Council:

**Mr D. Tingle,
5 Fir View Road,
Ruspidge,
Cinderford,
Glos.
GL14 3AL**

E-mail: nospc@hotmail.co.uk

Please note that although the Council consider grant requests twice a year, in March and September, groups are only expected to apply on one occasion per annum, other than for emergency funding.