

LONGHOPE PARISH COUNCIL

GRANTS POLICY

Every year Longhope Parish Council set aside money within their budget for Grants, aimed to benefit people and projects local to the parishes of Longhope.

Applications will be considered for financial assistance towards a specific project, item or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose membership and field of activities are located within the Parish.

The Council is prevented from giving financial assistance to individuals.

Any not-for-profit group may apply, operating for the benefit of the community of the parishes of Longhope. This is provided that the group has a constitution or set of rules and a bank account requiring at least two signatories.

All applications will be considered on their individual merits

A representative from the group may be asked to attend the meeting to provide any additional supporting information and answer any questions the Council may have.

Council will not fund:

- Activities that are part of statutory obligations
- Loan repayments
- Retrospective applications where the activity or project has already been carried out (unless Council were notified in advance)
- Religious or political activities unless unrestricted community benefit can be demonstrated
- Any group that has received a grant from the Parish Council within the current financial year except in extraordinary circumstances.
- Any group whose aims the Parish Council considers to be working within a business or profit making remit
- Day to day running expenses e.g. Salaries.

The Council will consider applications on the following basis:

- How well the grant will meet the needs of the community
- How effectively the group will use the grant (has the applicant provided quotes etc)
- Whether the costs are appropriate and realistic
- Level of contributions raised locally (is the organisation actively seeking to raise funds from other sources)
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source (larger funding organisation eg Lottery/FODDC)
- How the group is managed
- How the grant positively benefits residents residing within the Parish

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Applicants must fulfil at least one of the Parish Council's General Aims & Objectives:

- To engage in an open dialogue with the residents
- To provide a democratic representational voice for the community
- To support and contribute to the economic and social life of the village and regeneration of the local community
- To encourage and promote the economic and commercial vitality of the village
- To preserve the unique identity of the parishes of Longhope and promote its heritage
- To organise, promote and manage a variety of events within the Parish
- To protect and improve the environment of the village and promote sustainable development

What it will fund:

- The Council will fund either projects, specified items of equipment or continued service provision
- Grants may be used as match funding
- Grants available to fund projects which will not normally exceed £300

Additional information:

- Details pertaining to the application will form part of the Public Agenda (no personal data will be disclosed)
- The Council must be satisfied that the funding is of commensurate benefit to the residents of the parishes of Longhope.
- Successful applicants may be required to submit a Monitoring Form on the success of their project and may be required to repay any surplus or sum not allocated within a 12 month period
- The final decision on assessment of applications and the level of any award offered lies with Longhope Parish Council
- Recognition of the grant awarded by Longhope Parish Council must be made in any publicity and acknowledged on any letterheads and promotional documents
- Only one application per financial year can be submitted by an organisation
- A copy of the governing document/copy of rules should be forwarded with the application
- A copy of audited Certified accounts for the relevant financial year must forwarded with the application (if appropriate)

If you require any further information, please contact the Parish clerk:

The Clerk
Longhope Parish Council
Pound Cottage
Latchen, Longhope
Glos GL17 0QA

Email: longhopepc@gmail.com

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Grant Application Form

Please read the Parish Council's policy for awarding grants before completing this form.

1	Name of the group or the organisation making the application:
2	Please provide a short description of the aims of the group or organisation:
3	Contact Details Name and position in the organisation: Tel no: Email: Correspondence address:
4	Is the organisation a Registered charity? Yes / No If yes, please provide charity registration number.
5	What will the grant be used for?
6	Total cost of the project/items?
7	Amount of grant requested:
8	When are the funds required?
9	When will the money be spent?

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10	If the total cost of the project/items is more than the grant, how will the rest be financed?
11	Who will benefit from the project/items?
12	Approximately how many of those people who will benefit are residents of Longhope?
13	Should your application be successful, please provide bank/cheque details for payment to be made:

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return your completed form to the Parish Clerk:

Longhope Parish Council
Pound Cottage
Latchen
Longhope
Glos
GL17 0QA
clerk@longhopeparishcouncil.com