



LONG SUTTON PARISH COUNCIL

Email: clerk@longsutton.org.uk

Community Grant Funding Policy

Each year Long Sutton Parish Council welcomes requests from organisations, clubs, societies, and groups who help to build a sustainable community and economy for the residents of Long Sutton. In awarding grants the Parish Council is aware of its responsibility for ensuring that public funds are properly managed.

Basic requirements

All grants are restricted to voluntary or non-profit making organisations that can demonstrate that the funding will:

- meet an identified need.
- deliver a viable project or service.
- mainly benefit residents of the Parish of Long Sutton.

Applications must be made on the appropriate form, which can be obtained from the Parish Clerk and submitted to the Parish Clerk with the requisite documents. Incomplete applications will be returned for completion. Please bear in mind that applications will be reviewed shortly after the deadline dates, so any delay caused by incomplete forms may mean that the application will not be considered until the following meeting.

Applications will be invited twice a year, to be heard at the February and September Full Council meetings. The applicants will be invited to attend the meeting to explain their application in person.

Successful applicants will be required to:

- acknowledge receipt of the grant.
- acknowledge Long Sutton Parish Council's support in any publicity material.
- complete a Parish Council Grant Monitoring Form within 12 months of the award date to demonstrate how the grant was spent, for grants in excess of £500.
- make an oral report to the next available Long Sutton Annual Parish Meeting, usually held in April.

Requests for one-off grants

Applications for grants will be welcomed from organisations, clubs, societies, or groups that can provide:

- Details of your organisation's bank account
- A copy of your constitution
- A copy of your latest audited accounts and balance sheet. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors.
- A project plan that sets out how the money will be spent and what the outcomes of the project will be.



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Normally the maximum grant awarded will be up to 75% of the project's costs, unless clear evidence is provided that the remainder cannot be raised from elsewhere.

The grant scheme is unable to support:

- Routine running costs, including salary or administration costs.
- Charities operating overseas or established to help persons outside the UK.
- Organisations with a closed or restricted membership.
- Organisations with party political links.
- Organisations with religious affiliation.
- Projects which discriminate on the grounds of race or religion.
- Applications to cover costs that have already been incurred.
- Services which should be provided by statutory funding.

Applicants should be aware that:

- All grant aid is subject to Council Officers being satisfied with the accounts and/or financial status of the applicant.
- The Council may attach special conditions to a grant which must be fulfilled before any payment can be made. Grants may be paid in stages over a period of time as a project progresses and evaluation and monitoring procedures take place.
- Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
- Grants must be restricted to the purpose for which they were given.
- Organisations are generally restricted to one application for grant aid during each financial year (1 April to 31 March). However, the Council may consider additional applications during the same financial year if surplus grant funding is available.
- Applications from schools, religious groups etc will be considered where a clear benefit to the wider community can be demonstrated.
- For the application to be considered at the next available meeting all relevant paperwork will need to be submitted to the Parish Clerk a minimum of 14 days prior to that meeting.
- The Council reserves the right to request a copy of quotations and other documentation as evidence of the expenditure that will be incurred. It would therefore be beneficial if quotations could be included as part of your supporting documentation.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
- The Council reserves the right to support projects outside of the grant giving cycle.

For further information regarding any aspect of this policy please contact the Parish Clerk.