

Aston Clinton Parish Council

Grant Awarding Policy and Application Form

Adopted: Reviewed 2024 Next Review: April 2026

Policy Statement

Aston Clinton Parish Council (hereby referred to as ACPC) has the power to make a grant or gift to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by ACPC.

Grants will be considered to organisations who can demonstrate that the funds will be spent in the interests of or direct benefit of the area or its inhabitants, or of part of it, or some of it and the direct benefit should be commensurate with expenditure.

Nothing contained herein shall prevent ACPC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Guidelines for Grant Applications

1. Grant applications will only be considered from groups and organisations whose activity or service benefits residents of the Parish.
2. ACPC awards grants at its absolute discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.
3. Grant applications cannot be made retrospectively.
4. ACPC will NOT award grants to: -
 - Individuals;
 - Commercial organisations;
 - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide;
 - "Upward funders" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
 - Political parties;

This list is not exclusive and may be added to at ACPC's discretion.

5. 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.
6. Schools will only be grant aided for environmental purposes or if, in the opinion of ACPC, their application is for the benefit of the wider community.
7. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

9. The size of any grant awarded is at the sole discretion of ACPC.
10. ACPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
11. ACPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of ACPC.
12. Funding will be considered for up to three years, and any subsequent funding will be at the discretion of the Council. Applicants should show that they have sought funding from other sources and the outcomes/feedback received.
13. Normally organisations can apply no more than once each financial year, however exceptional circumstances will be considered.
14. ACPC will consider applications at least two times in each financial year.
15. Retrospective grants will not be considered.
16. This policy may be amended at any meeting of ACPC following a motion having been published on the agenda for that meeting beforehand.

Application Procedure

17. All applicants must complete a Grant Application form and provide supporting information. Grant application forms are available from the Clerk or from ACPC's website
18. Applicants are expected to provide full financial information including the latest annual accounts which have been checked and signed by a person independent of the group, the current balance sheet, bank statements and details of any loans or funding from other sources.
19. For projects costing over £3,000 ACPC will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. ACPC reserves the right to request proof of the tender process.

Successful Applications

20. Grants must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to ACPC by the end of the financial year in which it was awarded unless a firm financial commitment has been entered into which will be met within the following year.
21. If the grant is to purchase a capital item ACPC must be provided with a copy of the invoice before the grant payment is made.
22. Applicants must acknowledge ACPC in any publicity relating to the grant and agree to ACPC publicising details of any grants it makes. Where appropriate ACPC may require a notice to be affixed.
23. ACPC will not increase the grant if applicants spend more than the agreed budget.
24. Within one month of the completion of the project completion the applicant will provide ACPC with a report on the project and its impact on the community within Aston Clinton.

GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details
Name of organisation/group
Type of organisation/group – If applicable give charity/company registration number.
Contact's name
Position within the organisation/group
Contact's address
Contact's telephone number
Contact's e-mail address
What services, facilities and activities does your organisation/group provide?
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton.
Number of members in the organisation/group
Number of members resident in Aston Clinton
Total spent by the organisation/group in the last twelve months
Total received by the organisation/group in the last twelve months
Main income sources – please itemise
Current bank balance (please state date)

Project Details
Name of Project
When will the project start and end or take place?
Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.
Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit
How will you know if your project has been successful? What will you be measuring and how will you measure it?
Will the project continue after this grant is spent? If so, how will it be funded?
Financial Details
What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.
How much money is this grant application for?
Where will the difference between the project cost and the grant application come from?
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?
If you do not receive funding from ACPC will the project, still go ahead?
Bank details for the organisation/group

Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

- | | |
|----------------|--------------------------|
| Accounts | <input type="checkbox"/> |
| Balance Sheet | <input type="checkbox"/> |
| Bank Statement | <input type="checkbox"/> |
| Constitution | <input type="checkbox"/> |
| Project Budget | <input type="checkbox"/> |

Signature 1:
Contact person

Signature 2:
Chair or senior representative of organisation/group

Date:

Please return your completed application form and supporting documents to:

The Clerk
Aston Clinton Parish Council
Council Office, Aston Clinton Park
London Road, Aston Clinton
HP22 5HL

Email: clerk@astonclinton.org