

Martock Parish Council Grants Policy

(Updated April 2024)

Please read the grant policy below before starting to fill in the application form attached.

If you require any advice or guidance, please contact Martock Parish Council on 01935 822891 or at clerk@martock-pc.gov.uk.

Help is also available on our website www.martock-pc.gov.uk

Completed forms to be returned by email or to - Martock Parish Council, The Market House, Church Street, Martock, TA12 6JL

POLICY SPECIFICS

1. To be eligible for funding, applicants must:
 - Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
 - Have at least three members on your management committee/board
 - Have a bank or building society account in the name of the organisation
 - Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities or people from black or minority ethnic groups.
 - Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
 - Have an adopted equal opportunities policy or statement.
 - Show evidence that the service you provide is needed by the community and that it has community support.

2. Grants will only be made to community and voluntary organisations for the benefit of the area covered by Martock Parish Council and that will contribute positively to the Martock area. The Parish Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.

3. Grants will not be made to:
 - Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or Somerset Council’s Social Services.
 - Political organisations or projects.
 - Activities that are completely funded from another funding source

- Any expenditure incurred or committed before we confirm our grant
- Loans or interest payments
- General funding for your organisation or third party organisations

4. Grants will not normally be made for ongoing running/core costs e.g.:

- Utility bills
- IT and website support costs
- Rent and rates
- Insurance
- Service contracts
- Salaries
- Lease payments
- Stationary and other consumables

Where an application is for running costs for a project, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.

5. What can the grant be used for?

- Funding for a new project, setting up a new group or local forum
- Funding for capital items that will help your organisation e.g. equipment
- Events, training and/or capacity building

6. The Parish Council will normally only consider grant applications for £1,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.

7. The Parish Council will only consider an application if accompanied by the required financial and organisational information.

8. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years.

9. The Parish Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.

10. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.

11. Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.

12. You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within 12 months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Parish Council will request the return of the funds.**

13. If awarded a grant the Council would welcome an invitation for the Chairman to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.

14. Community grant applications are reviewed by Parish Council staff, reporting formally to Full Council for a decision.
15. Grants will be considered once a year in April. All successful applicants will then be invited to a formal Grants Award Presentation at the Annual Parish Meeting.
16. Support is available for your application with regard to setting up new projects, policies, best practice, and completing the form. Please contact us on 01935 822891 or at clerk@martock-pc.gov.uk

APPLICATION FORM FOR GRANT

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name/Address of Organisation

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Position in Organisation:

About your Organisation

Does your Organisation:

	Yes
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	
Have at least three members on its management committee	
Have a constitution, terms of reference or set of rules (<i>please contact for help with this if needed</i>)	

2. Are you a registered charity? Yes / No

If so please give your charity number:

3. Is your organisation part of, or affiliated to, a larger organisation?

If so, which

4. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Martock?

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5. Where does your organisation meet?
6. How often do you meet?
7. How many members does your organisation have?
8. How many people will benefit from this funding?
9. How many are Martock Parish Council area residents? %
10. If your application is for over £1,000 please give full details of the exceptional circumstances related to your request.

11. How much funding are you applying for? £
12. What is the total cost of your project? £.....

NOTE: WTC will only approve allocations over £1,000 in exceptional circumstances that are clearly detailed in question 10.

13. How will you spend the money you are applying for? Please be aware that MPC do not normally give grants for running/core costs. If your application contains an element of running/core costs, please detail your plans to source alternative funding for this in future years.

Item	Amount
	£
	£
	£
	£
	£
	£
TOTAL	£

14. How else are you funding your project? (Include grants from other organisations, fund raising and existing reserves)

Source	£	Confirmed?
Total		

15. How will the funding benefit the community or residents of Martock?

16. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

17. How is your organisation normally funded? (Not applicable to new organisations)

18. What are your current/planned subs/fees/charges?

19. Have you applied for any other funds/grants towards the cost of this project? Please include details below

20. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months, if any?

21. Anticipated income/expenditure for next 12 months

22. Details of any grants received from local authorities in the past three years with dates.

23. Other grants from any other sources in the last three years with dates, if you have had any.

24. Has the project that you want the funding for already happened? Yes / No

25. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes / No

26. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact.....) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account

Account number

Sort Code - -

Please ensure you have read the policy on pages 1 and 2 before signing the form.

Checklist (please tick the appropriate boxes)

Have you submitted the following?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Martock Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that MPC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed

Name

Date

For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and Resources Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the area of Martock?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Somerset Council's Social Services?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £1,000 or less?
		For applications in excess of £1,000, has the applicant fully detailed the exceptional circumstances?
		Does the application include the required financial and organisational information?
		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Parish Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
		Is the application for future funding? (ie not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications?
		For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Assessing officer

Date of assessment

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Resources Committee meeting on

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Outcome at that meeting