

SELATTYN AND GOBOWEN PARISH COUNCIL GRANT AWARDING POLICY AND PROCEDURE

Introduction to the grant schemes

The Parish Council has two grant schemes open for applications during 2023/24. They are:

- Parish Council Grants
- Roundabout Community Fund

Please see below for a short summary, and links to the policy for each fund, so that you can choose the one that is right for your project. If you are not sure which is the right fund, please contact the Parish Clerk before submitting your application.

Only one application for a grant will be considered from any organisation in one financial year.

The closing dates for both schemes is 28th February and applications will be considered at the March Parish Council meeting. At the Council's discretion, urgent applications from local groups or for local projects may be considered at other times of the year as specified in the Council's agreed Financial Regulations.

Parish Council Grants (see pages 2-3 for policy)

This scheme is aimed at organisations and projects that can demonstrate a clear need for financial support to benefit the parish and its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Selattyn and Gobowen in a positive way
- Improving recreation / sports

Roundabout Community Fund (see pages 4-5 for policy)

This is a new grant scheme launched during 2021/22, investing the remaining funds from the Community Meals¹ project back into the parish. The Roundabout Community Fund is for organisations, groups and projects that mainly support disadvantaged or vulnerable parishioners.

Policy Adopted: September 2021

Reviewed: September 2022, September 2023

Next Review: September 2024

¹ The Community Meals project closed in March 2020 due to a lack of demand in the Parish.

Parish Council Grants

1. Policy

The Parish Council awards grants, at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the parish and its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Selattyn and Gobowen in a positive way
- Improving recreation / sports

The grant must be used for the purpose for which the application was made and written proof to the council must be made within one year of the grant being awarded.

The total amount of grants made in any one year will be restricted to the amount set in the parish council's annual budget.

Who can apply?

- a. Local Clubs / Societies / Voluntary groups
- b. Regional / National Charitable Bodies providing a service which will benefit the local community

Only one application for a grant will be considered from any organisation in one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

2. Application Procedure

When to apply?

Applications can be submitted between 1st April and 28th February. All applications are considered at the March Parish Council meeting.

How to apply?

- Complete the Grant Application Form
- Provide a copy of the last year end accounts
- Email your completed application and accounts to clerk@selattyn gobowen-pc.gov.uk, or
- Post your completed application and accounts to Selattyn and Gobowen Parish Council, 19 Rhewl Lane, Gobowen, SY10 7XA.

3. Assessment Procedure

The parish council will consider all applications at its March meeting and will inform all applicants of the outcome of their application as soon as possible after the meeting.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the parish council will take into account the amount and frequency of any previous awards and the geographical spread

within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The parish council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The parish council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.

4. Successful Applications

A grant award must only be used for the purpose stated in the application form.

Grants must be spent within 1 year of the monies being paid to the organisation. Any unspent monies must be returned to Selattyn and Gobowen Parish Council.

Where equipment is gifted to an organisation, Selattyn and Gobowen Parish Council require that the equipment is insured and maintained at the expense of the user.

A short report and evidence of expenditure will be required.

5. Application forms

Application forms for Parish Council Grants are available to download from the Parish Council website or by contacting the Parish Clerk clerk@selattyn gobowen-pc.gov.uk or 01691 886502.

Roundabout Community Fund

1. Policy

This is a new grant scheme launched during 2021/22, investing the remaining funds from the Community Meals project back into the parish.

The Parish Council will award grants from the Roundabout Community Fund, at its discretion, for projects that can demonstrate a clear need for financial support and:

- Will support disadvantaged or vulnerable parishioners. This includes support for a particular group of people (e.g. children / families / isolated people)
- Can demonstrate that any funds awarded will be used to benefit parishioners even if the project covers a larger geographical area.

The grant must be used for the purpose for which the application was made and written proof to the council must be made within one year of the grant being awarded.

The grant can be used to cover staff time dedicated to the project. It cannot be used towards an organisation's core costs or running costs.

This fund will be closed when all the available funding has been spent.

The maximum grant value per application is £1,000.

Who can apply?

- a. Local Clubs / Societies / Voluntary groups
- b. Regional / National Charitable Bodies providing a service which will benefit the local community as specified above.

Only one application for a grant will be considered from any organisation in one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

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5. Application forms

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