



## EPC SMALL GRANT AWARD SCHEME TERMS FOR GRANTS UP TO £500.

### Stage 1

#### Overview

- 1) Initial applications must be made on the attached form.
- 2) All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council may support proposals for a project or event's first year running costs but generally will not give grants towards subsequent routine running costs, salaries, food, or drink, unless exceptional circumstances apply.
- 3) The purpose for which the grant is made must be in the interest of the Parish and parishioners.
- 4) The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- 5) The amount of the grant will be at the discretion of the Parish Council.
- 6) Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
- 7) All grant payments will be conditional upon submission of supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated after the date of approval. Cheques/payments will not be made to an individual.
- 8) All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear in the Focus and the EPC Facebook and website. A short presentation at the Annual Parish Meeting is required.
- 9) Recognition of the grant from the Parish Council must be made in any publicity material.
- 10) If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.
- 11) Any invoices to be settled directly with suppliers by the Parish Council must be sent within 28 days of receipt or the event. This will ensure that any unspent funds can be re-distributed to other applicants.

#### How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the parishioners?
2. How effectively the group will use the grant?
3. Whether the costs are appropriate and realistic?
4. What level of contributions has been, or will be, raised in addition to the grant?



# EDLESBOROUGH PARISH COUNCIL

## General

1. The deadlines for receipt of applications are 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October.
2. Grant applications will be considered by the Grants Committee. It will make recommendations to the Full Parish Council in the month after the due date for submissions.
3. Each application will be assessed on its own merits and will be considered along with other applications at the meeting.

To ensure as fair a distribution as possible, the Grants Committee will take into account the amount and frequency of previous awards.

## Conditions of Funding

1. The Parish Council will only give to projects specifically designed to benefit the parish and its residents.
2. Applications will not be considered from any organisation intending to support discrimination on the grounds of race or religion, sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation
3. Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
4. The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.
5. If a grant is recommended then additional information e.g. bank details will be requested before final approval is given.



# EDLESBOROUGH PARISH COUNCIL

## APPLICATION FORM – EPC SMALL GRANT AWARD

Amount Requested (max. £500) \_\_\_\_\_

Date Submitted \_\_\_\_\_

<b>Title of your project/activity?</b>	
<b>What would a grant be used for? Describe the project or service</b>	
<b>What does the organisation / group do? List aims and objectives</b>	
<b>Who will benefit from the proposed project?</b>	
<b>Name of Chairperson, Secretary or organiser (state position or title)</b>	
<b>Full contact address including Postcode</b>	
<b>Contact phone number</b>	
<b>Email Address</b>	
<b>Has the applicant previously applied to this council for aid? If yes, list full details including date.</b>	



# EDLESBOROUGH PARISH COUNCIL

<b>Title of your organisation</b>	
<b>What type of organisation are you?</b> <b>Community Group</b> <b>Registered Charity</b> <b>Other (please describe)</b>	
<b>When did you group start?</b>  <b>When did it start meeting or running activities or projects?</b>	
<b>What does the organisation / group do? List aims and objectives</b>	
<b>How many people (approx.) are in your group, locally?</b>	
<b>Does your group have any form of insurance?</b> <b>What is the maximum cover?</b>	
<b>Please add any other information you think is relevant at this stage.</b>	