

CUMNOR PARISH COUNCIL

Policy and Guidance for Awarding Small Grant Aid to Local Organisations

1. Aims and Objectives:
 - a. The Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to the life and community of the people of Cumnor Parish. Cumnor Parish covers Cumnor, Dean Court, Henwood, and Farmoor. Grants are limited and are made to organisations that demonstrate need for financial assistance. However, Council does not have sufficient resources to support all needs.
 - b. Cumnor Parish Council will:
 - i. Publicise Grant Aid availability via the Council's website and Clerk
 - ii. Provide a full list of recent grants on request via the Clerk
 - iii. Review the Grant Aid budget annually
 - iv. Review the Grant Aid Policy bi-annually
 - c. The Council realises that some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. Advice will be given to such organisations on request.
2. Criteria: Applications will only be considered if they are made using the form attached and they meet with the following criteria.
 - a. Organisation and Locality:
 - i. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are outside the scope of the Council's Grant Aid scheme
 - ii. Organisations should be located within Cumnor Parish Council or, if based outside the boundary, their work should be accessible to and of benefit to the community and people of Cumnor Parish
 - iii. Note that the Council will not fund individuals, work that directly replaces or subsidises statutory funders such as local and central government, religious promotion, organisations seeking to distribute grants on Councils behalf, organisations in serious financial deficit, retrospective funding or expenses that have already been incurred, day to day running costs, on-going staff costs or organisations that already have a substantial financial resource available.
 - b. Types of Financial Assistance:
 - i. The Council may award a grant, not necessarily the total grant requested, towards specific projects or purchases of equipment. It will also consider contributing to start up operating costs if it can be proved that funding from the Council will have a positive effect on the community and people of Cumnor Parish. There is no minimum or maximum size of grant and the amount requested should be the amount needed. Council will not normally make grants that exceed £500 and may not make a grant for the full cost of the project/purchase. The average grant awarded between 2010 and 2015 was £100.
3. Application Process: To ensure fair and proper consideration is given to all requests the Council requests that the form attached is completed in full.
4. Making Applications:
 - a. Applications will be considered at full Council meetings.
 - b. During the period between a Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Council.
 - c. Applicants will be advised whether their application has been successful after the full Council meeting at which the application was approved.
5. General Conditions:
 - a. Organisations seeking Grant Aid may be invited to give a presentation to the Council in support of their application.
 - b. Grants must be spent for the purpose of the project/activity for which they were given. The Council expects due recognition and advertisement of any Grant Aid awarded.
 - c. Organisations are not restricted to the number of grant applications they may submit to the Council during the any year. However, the history of previous applications may be considered in the decision making process.
 - d. The award of Grant Aid in one year or period does not set a precedent for any subsequent applications.
6. Other Sources of Funding:
 - a. Vale of White Horse District Councils Grants for Voluntary Sector Organisations <http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants>

- b. Big Lottery www.biglotteryfund.org.uk/esf
 - c. Oxfordshire County Council <https://www.oxfordshire.gov.uk/cms/content/funding-and-grants>
 - d. Sport England <http://www.sportengland.org/funding/our-different-funds/>
 - e. National Lottery Good Causes <http://www.lotterygoodcauses.org.uk/funding>
 - f. Cumnor Public Purposes Charity email: clerk@cumnorparishcouncil.org.uk
7. Complaints: If you have any complaints about how the Council has handled your application you should request a copy of the Council's Complaint Procedure from the Clerk. Any complaints made will not jeopardise your grant application or any future application to Council.

Adopted 6 July 2015

Reviewed 1 August 2016 minor amendment made to 1b iv to read 'bi-annually' not annually (minute 250/16).

6 February 2017 addition of wording to the Conditions of Funding: item 2 'within 6 months and item 3 'within 6 months' and 'if not'.

Reviewed date October 2018

CUMNOR PARISH COUNCIL SMALL GRANT AID APPLICATION FORM

Applicants are advised to read the Cumnor Parish Council Policy and Guidance for Awarding Small Grant Aid to Local Organisations prior to completing this form.

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. **Please attach a summary statement of accounts (eg receipts and payments plus the bank balance).** It is preferable, but not essential, if the accounts have been audited. Some sections may not be relevant to your particular application.

Name of your group or organisation	
Name on bank account (for cheque payment)	
Contact name	
Position within group or organisation	
Address	
Telephone number	
Email address	
Brief description of group and its aims	
Brief description of project for which you are making this application and who will benefit from this proposed project	
State total grant request	
What is the total cost of this project? Please provide details of how this figure is built up; provide copies of estimates and include additional supporting information ie tender documents, photographs etc	

<p>Have you applied, been promised or received grants/donations from any other sources for this project?</p>	<p>YES NO If yes please give details.</p>
<p>Number of members in the group or organisation</p>	
<p>Special/other considerations</p>	
<p>Name of person completing this form</p>	
<p>Position in group or organisation</p>	
<p>Date form completed</p>	

Cumnor Parish Council

CONDITIONS OF FUNDING IF APPLICATION APPROVED

Please sign and return the conditions with your application.

Recipients are required to:

1. Acknowledge acceptance of the conditions of this funding by signing and returning a copy of this form.
2. Spend the funds for the purposes as set out in their application within 6 months.
3. To return the funding if not spent within 6 months or if not needed for the purposes set out in their application.
4. To provide, 6 months after the funding is awarded, a report on how the money has been spent, and with what effect.
5. To acknowledge Cumnor Parish Council in any relevant publicity.

Please note: failure to comply with these requirements may affect this, or future applications.

I / We agree to these conditions should funding be awarded:

SIGNED:

PRINT NAME:

GROUP/ORGANISATION:

POSITION:

DATE: