



KINGSMEAD

PARISH COUNCIL

231 Hartford Road, Davenham, Northwich, Cheshire, CW9 8JT

Grants Policy and Guidelines

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1. Document details

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Author(s):	Jo O'Donoghue
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1.1. Revision history

Date of next revision: December 2020

Revision date	By	Summary of changes	Version

1.2. Approvals

This document requires the following approvals:

Date of Full Council Meeting	Minute Reference	Date of issue	Version
21 January 2019	21/01/2019/14b	22/01/2019	01

1.3. Distribution

This document has been distributed to:

Name	Date of issue	Version

2. Background

Kingsmead Parish Council is funded only by the local residents of Kingsmead and therefore has funds available only to assist community organisations that directly benefit Kingsmead residents.

Subject to funding being available, Kingsmead Council is committed to providing assistance and support to local community groups within Kingsmead, the council's financial support is provided by way of Grants. These grants are determined against criteria set by, and which can be amended from time to time by Kingsmead Parish Council.

3. Kingsmead Parish Councils grant making policy aims to:-

- Enable local people to participate in voluntary groups and organisations and activities
- Help the parish voluntary groups and organisations to improve effectiveness.
- To support organisations which meet the needs of the people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for Kingsmead residents to the services it provides and funds.
- To enable the local community to be involved with and participate in local sports clubs/organisations.

4. Guidelines

All applicants should consider the following guidelines carefully when deciding whether to submit an application. Failure to fulfil the criteria or to omit information requested may result in your application being unsuccessful.

1. The membership or service provided by organisations/groups benefit the people of Kingsmead.
2. All organisations/groups must forward a copy of their constitution which outlines their aims and the way it is organised, controlled and administered. Groups are also expected to have relevant insurance cover appropriate to their activity.
3. Organisations must provide a copy of their previous years audited accounts.
4. Organisations must have a Safeguarding Children Policy specific to their Club where children and young people are involved.
5. Organisations/groups must be non-profit making.
6. An indication of match-funding towards the costs of schemes is encouraged. Ideally, organisations/groups should be planning not to be reliant on this grant aid in future.
7. Applications will be considered for projects at all levels of ability. Projects should ideally be run by a cross-section of abilities and cultural backgrounds.
8. The organisation/group shall provide Kingsmead Council with evidence that the grant has provided benefit for the funding awarded.
9. All applications should be received by 1st September to guarantee consideration in the Parish Councils annual budget.

It should be noted that even if you meet all the criteria shown, there can be no guarantee that your application will be successful.

5. Procedure

After an application has been submitted, the Parish Clerk will check that the application form is complete and the requested documents are enclosed. You may be contacted for additional information.

Incomplete forms or failure to produce additional information may result in your application not being considered for grant allocation.

6. Criteria

A completed application form and additional information to include:

- Have you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the residents in Kingsmead

7. Summary

Applications may be submitted at any time, however they will only be considered once a year. All applications must be submitted to the Parish Council by 1st September in order to qualify for funding for the following year.

These recommendations will then go to Full Council for ratification in December to be included in the budget for the following year.

8. Grants Application Form

Name of Organisation		
Contact Name		
Address Including Post Code		
Telephone Number		
E Mail		
Amount of Grant requested		
Is your organisation a Registered Charity?	Yes	No
Charity Number		
Has the organisation previously applied for a Grant from Kingsmead Parish Council?	Yes	No
Does the organisation have a constitution showing aims and objectives?	Yes	No

Can you provide certified audited accounts for the period 2017-2018?	Yes ⁱⁱ	No
If the organisation is successful in securing a Grant, payment will be made via BACS transfer. Please fill in your bank details below to which account this be payable.		
Account Name		
Account Number		
Sort Code		
Describe your project and what you would do with a grant, tell us what your project is hoping to achieve, how your project will make a difference to the people of Kingsmead and the numbers likely to benefit.		

ⁱ Please enclose a copy of your constitution showing your aims and objectives

ⁱⁱ Please attach a copy of your certified audited accounts for 1st April 2017 to 31st March 2018