

**DOBWALLS  
PARISH COUNCIL**

**GRANTS POLICY**

## **Policy for dealing with requests for Grants**

### **Outside Bodies and Organisations**

Organisations that do not have a local connection (are not run from the Parish)

- The Clerk will keep any filed requests for grants from bodies received during the financial year and obtain up to date accounts from each applicant (or 6 months of bank statements if annual accounts are not produced).
- The Parish Council will consider to precept an amount each year for outside bodies.
- The Parish Council will consider all requests at the end of each financial year; at the full Council meeting held by the Parish Council in February.

### **Local Organisation Grants**

Organisations that are run from the Parish.

- Application Form to be submitted by organisations by the end of September, to allow time to account whilst setting the precept for the following year. Clerk to forward a letter to organisations during August and an application form will be forwarded on by request.
- Application Form to consist of the following:
  - Name of Organisation
  - Contact address, telephone number and status of contact
  - Description of Organisations' Activities
  - Amount of grant requested
  - Details of the project
  - Total cost of the project
  - If total cost is above the amount of the grant requested, how the residue will be funded
  - Details of additional funding secured, or applied for, or how the additional funding will be found
  - What will be the benefit from the project to the community, and how
  - How many of those who will benefit are parishioners

Dobwalls Parish Council

### **The following rules apply:**

- Application must be made in writing and accompanied by the Application Form, by the required deadline and sent to the Clerk at the address below.
- The project must be based in the area of the Parish or have a commensurate benefit.
- Each application will be judged on its own merit.
- Applicants will be invited to supply any further relevant information if they wish.
- Applicants will be asked if funding has been obtained from any other sources. This will not prejudice the application in any way. Projects in receipt of match funding will be welcomed and the Parish Council may be able to help applicants identify funding available from other sources, if necessary.
- The organisation will need a bank account in the organisations name.

- The full amount requested may not be able to be granted. In these circumstances the Clerk, on behalf of the Parish Council, will notify the organisation of the reduced amount that has been agreed. This will depend upon the amount of requests received by the Parish Council.
- Successful applicants will be required to supply information on the project and a financial statement/annual report, (copies of invoices where relevant), to the Parish Council, which confirms how the money has been spent by the group, within 12 months of the date of the cheque.
- Any monies not spent on the agreed project will need to be accounted for and a letter sent to the Parish Council, who will then decide if this money should be paid back.
- The Clerk will notify the organisations of the Parish Council's decision of their requests, once the budget has been set for the next financial year. The successful organisations will be able to apply for their grants from the beginning of the next financial year, e.g. for April 2015, all grants must be claimed by February 2016.
- **Applications to be sent to:**  
**Mrs Linda Coles, Clerk to Dobwalls Parish Council**  
**The Firs, Lower Metherell, Callington, Cornwall PL17 8BJ.**  
**Tel: 01579 350962 Email: [clerk@dobwallspc.org.uk](mailto:clerk@dobwallspc.org.uk)**

*This policy was adopted by Dobwalls (and Trewidland) Parish Council on: 15<sup>th</sup> July 2015  
(Minute Item 16 refers)*

**DOBWALLS PARISH COUNCIL**  
**Application for Grant for Voluntary Organisations**

**Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.**

**If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.**

|     |   |        |
|-----|---|--------|
| 1.  | Name of Organisation  |        |
| 2.  | Name, Address and Status of Contact   |        |
| 3.  | Telephone Number of Contact   |        |
| 4.  | Is the Organisation a Registered Charity?   | Yes/No |
| 5.  | Amount of Grant requested   | £      |
| 6.  | For what purpose or project is the grant requested?<br><br>When will the funds be required?                           |        |
| 7.  | What will be the total cost of the above project?   | £      |
| 8.  | If the total cost is more than the grant, how will the residue be financed?   |        |
| 9.  | Have you applied for a grant for the same project to another organisation?<br>If so, which organisation and how much? |        |
| 10. | How will the community benefit from the project?<br><br>What demographic is targeted?                                 |        |
| 11. | Approximately how many of those who will benefit are parishioners?  |        |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....