



Duffield Parish Council Grant Award Policy

This policy was adopted by Duffield Parish Council at its meeting on 8 June 2016

Duffield Parish Council (the Council) will consider applications for grants from voluntary groups or charitable organisations twice annually in May and November.

Grant applications will be considered by Strategy, Finance and General Purpose Committee and approved by Full Council.

To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.

In determining the validity of an application, the Council will refer to the following guidelines:

Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a group/project that is reliant on donations.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

Conditions: -

1. Grants will not be awarded to individuals
2. The award must be used for the purpose for which the application was made.
3. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
4. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. .
5. Groups operating outside the parish boundary will normally be limited to an upper limit of £100.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
 - The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.

PRINCIPLES OF GRANT AID

The Council operates a grant aid system. The system aims to:

- Help the voluntary groups within the Parish of Duffield to improve their effectiveness
- Help to ensure the provision of services needed by Duffield Parish residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties, and
- Ensure that there is equality of access and opportunity for all Duffield Parish residents to the services and funds it provides

The Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services
- A means of enabling people to work together
- A channel for campaigning and advocacy

The Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee.

This document gives the Council's general funding principles and details its expectations of all groups in receipt of grant aid.

Groups applying for grant aid should note:

- Grants are made only to groups meeting the needs of Duffield Parish residents.
- Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditures
- Grants will only be made to groups which **need** financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.
- Grants cannot be made to cover money already spent.
- Grants will not be made to groups, which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.

- Grants will be required to return grant-aid if they close, or if a project or services funded by the Council, is not satisfactorily provided.

Voluntary groups grant-aided by the Council are required to:

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups, which have submitted satisfactory accounts, unless the group is recently formed.
- Report back as required to the Council on their activities
- Involve group members and users in policy-making and in the management of activities and services
- Be open to eligible users, as defined by the group's constitution
- Establish and monitor equal opportunities policies and practices
- Meet the legal responsibilities of an employer where appropriate; adopt, implement and monitor good employment practices and procedures
- Recruit and support volunteers where appropriate
- Acknowledge the Council's support in annual reports.



**DUFFIELD PARISH COUNCIL
APPLICATION FOR FINANCIAL ASSISTANCE**

1 Name of Organisation:
2 Name and address of correspondent (and office held):
3 What are the objectives of your organisation?
4 Is membership/support open to any resident of Duffield Parish, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:
5 Amount of grant applied for £
6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request, and identify where the Parish Council's money will be spent.
7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):
8 Is there anything else you wish the Parish Council to take into account when considering this application?
9 Please ensure that you have attached up to date examined accounts in support of this application.

I agree to the Principles of Grant Aid as set out by Duffield Parish Council

**Signed
Position in Organisation
For and on behalf of the Organisation**

Dated