



Sparkwell Parish Council Grant Award Policy

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1. Introduction

The Sparkwell Parish Council Grant Scheme has been established to provide the opportunity to secure grant funding to support projects and initiatives within the Parish which bring forward benefits to residents and improvement in well-being. The Scheme is open to all organisations and charitable groups within the Parish

Sparkwell Parish Council has set aside a maximum budget of £2000 for the financial year 2020/21. This sum is reviewed annually and set at the annual budget meeting each December.

2. Guidelines for Grants

- (a) The maximum amount of any grant is usually £500
- (b) Grants will not be made retrospectively
- (c) Applicants are required to demonstrate the need for a grant and each application made by a group should be accompanied by a copy of the organisation's up-to-date accounts showing any balances in hand together with a prediction of anticipated expenditure to be incurred in the coming year
- (d) No grant will be made without the financial information required by the Council being submitted, although the Council accepts that a newly-formed organisation will have limited financial information available
- (e) Where an application is in respect of a commercial operation for the well-being of the community it must be accompanied with a business plan
- (f) Applicants must supply evidence of grant applications and awards to and by any other Local Authority, council or other funding organisations, including unsuccessful applications
- (g) Applicants may choose to supply a letter of support giving any further details they feel would assist the Parish Council in making their decision.
- (h) Each grant application will be considered on its own merit
- (i) Anyone in receipt of a grant from the Parish Council co-operate fully in any evaluation requested by the Council of the way in which the grant was used and the benefits achieved from it
- (j) No grants will be made to organisations that raise money to give away in grants
- (k) Other than in exceptional circumstances organisations or individuals will not be given more than one grant in a financial year
- (l) Private concerns operated as businesses to make a profit will not be considered for a grant
- (m) If a grant is awarded, evidence must be provided of how the money has been spent.

- (n) Organisations receiving grants must show in their accounts that the grant was received from Sparkwell Parish Council
- (o) All grant monies must be used within a time frame of 12 months from the date of the award; any unspent monies must be returned to the Council

3. Process

- 1 Download and complete the application form from the Sparkwell Parish Council website ([link](#))
- 2 Submit application and accompany documents –all information must be submitted electronically to sparkwellclerk@gmail.com
- 3 You will be notified of the decision of the Parish Council which is final
- 4 All payments will be made electronically by Bank transfer
- 5 Provide evidence of spending.

END