



Grants Policy

This policy was adopted by the Parish Council on:	
Date ratified	1 st April 2021 Updated version 7 th September 2023
Minute Reference	211/23
Date of Next review	April 2022 – updated to include Bacs details. September 2023 – maximum amount increased to £500
Signed	

The grants can be used in various ways, for example; the capital cost of new or improved facilities/equipment, supporting a specific event, improving the environment etc, with grant applications accepted for between £50 - £500. Applications for higher amounts will be considered in exceptional circumstances.

Who is eligible?

Individuals and local voluntary or charitable groups (clubs, societies and organisations) based in Sapcote Parish whose work benefits some or all of the residents of the parish.

As an individual you must demonstrate a commitment to the project outlined. As an organisation you must:

- have a management committee;
- have a policy that has no restriction on membership or restricted access to your activities or facilities other than by payment of a reasonable subscription (except that groups with age or gender restrictions may be eligible in appropriate circumstances);
- have the substantial number of the membership living in Sapcote;
- operate a child protection policy or vulnerable adults policy and comply with current legislation and good practice concerning DBS checks in respect of projects or organisations which involve young people or vulnerable adults;
- demonstrate that you can raise the necessary additional funding for your project when the Parish Council's grant forms only part of the total cost of the project;
- where necessary, maintain adequate or statutorily required insurance covering the activities of the organisation/project.

Those NOT eligible

- any organisation intending to support any particular party or to discriminate on the grounds of race or religion.
- organisations which are profit making;
- educational establishments for projects which form part of the curricular programme or which take place during normal school hours;
- projects which have already been undertaken or for purchases that have already been made;
- projects which are the statutory responsibility of or controlled by a statutory organisation;

To apply for a grant please complete the attached form.

An organisation may be required to submit audited accounts for the previous two financial years. Each application will be considered on its own merits and alongside any others by members of the Parish Council. The Council will make the award of any grant subject to such additional conditions and requirements it considers necessary.

In the event that your application is successful you will be required to complete the attached Completion of Project form once you have spent the grant or completed the project, whichever is the earlier.

In the event of the grant scheme being oversubscribed, applications will be prioritised at the discretion of Sapcote Parish Council.

Failure to comply with the above requirements may result in your ineligibility for future grants.

Applications for grants and Completion of Project forms must be addressed to:

Josie Blackburn, Clerk to Sapcote Parish Council, 15 William Spencer Avenue, Sapcote, LE9 4NF

**Sapcote Parish Council
Grant Application Form**

Your organisation

Aims and activities of your organisation.....

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Age Group..... Annual Subscription...../Session cost.....

Address where your group meets

Purpose of grant being requested.....

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Total cost of project/scheme £.....

Amount you would like from us £.....

Bacs Details: Bank Account Name:.....

Sort Code:..... Account Number.....

Contact Name..... Tel. No.

Contact Address

Contact Email.....Post Code.....

Does your organisation fully meet the eligibility criteria.....Yes/No

Are you a profit making organisation.....Yes/No?

Does the substantial number of your membership come from Sapcote.....Yes/No?

Are all applications for membership automatically approved.....Yes/No?

If you have answered No to any of the above questions please explain why.....

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I confirm that, to the best of my knowledge, the information in this application is true and correct. I understand that if the grant is not spent in accordance with the guidelines and for the approved purpose, Sapcote Parish Council has the right to ask for the return of the funds. I acknowledge that if I fail to return the attached Completion of Project form once we have spent the grant/completed the project, my organisation will not be permitted to apply for future Parish Council grants.

Signature..... Name.....

Date..... Position in Organisation

Sapcote Parish Council

Grant - Completion of Project Form

Please retain this form and complete it once you have spent the grant or completed the project, whichever is the earlier.

Please detail what the Parish Council grant has been spent on:

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Failure to return this form completed may prejudice future grants

Please return completed form to:

**Josie Blackburn
Clerk to Sapcote Parish Council
15 William Spencer Avenue
Sapcote
Leics LE9 4NF**