

Puriton Parish Council

Grant Funding Policy

What is parish grant funding?

Puriton Parish Council will consider financial grants of up to a usual maximum of £500 to provide financial support for projects benefiting the parish community, or part of it, served by the Parish Council.

The actual amount of money granted is subject to the decision of the Parish Council and in some instances grant applications in excess of £500 will be considered.

Who can apply?

Applications are welcome from anyone in the community as long as the venture for which the grant is used will result in a community benefit of some kind.

Generally, preference will be given to those projects that the Council considers to offer a longer term benefit, as opposed to a single social event.

Those bodies within the parish offering a service/facility for the benefit of a wide section of the community will be positively considered. Applications are also welcome from bodies located outside the parish who would offer a similar benefit to the community of Puriton. Such applicants would be required to show that the body to which the grant is made:

- has its own bank account (with at least two authorised signatories)
- is properly constituted
- has up-to-date financial accounts

A grant will not be made for the benefit of commercial organisations.

Grants made for educational purposes (such as school trips), must be for activities outside of the ordinary curriculum. The applicant must assure the Parish Council that, where a grant is to be paid to the school, all the pupils/students benefiting should reside in the parish of Puriton and must not live outside the area.

If your organisation is VAT registered it will only be able to claim the amount required exclusive of VAT.

When can you apply?

The Council will normally consider all grant applications at its February and October council meetings scheduled for the second Tuesdays in the month. Applications for the February meeting must be received by 31 January and applications for the October meeting by 30 September. Requests for grants made any other time of

year must explain in writing the reason why the application cannot be considered at the February or October meeting.

Making an application

You will need to complete the application form appended to this document and return it to the parish council. Please remember to include with your application:

- The body's most recent accounts or financial information including the most recent bank statement
- Details of the management committee and/or constitution
- Other evidence to support your application

Applicants must set out any other funding they have been awarded or have applied for in relation to the subject of this application. Where appropriate, applicants are encouraged to submit additional applications to neighbouring parish councils.

What happens next?

Once the application has been received it will be assessed at the next available October or February council meeting; you may be contacted for further information. You will receive a response to your application within 14 days of the decision by the relevant Parish Council meeting. If your application is successful you will be notified of the amount to be granted.

If you are unable to use the grant for the purpose it was intended then please let the Council know so it might agree another use. Failure to do so might result in the offer being withdrawn or a request for repayment of the grant.

Monitoring and Evaluation

Within three months of the grant being made by the parish council the recipient should submit confirmation on how the grant has been used and what outcomes have been achieved. Grant recipients are encouraged to attend the Annual Parish Meeting (normally March or April) and mount a display or give a brief presentation.

It is very important that the public can see where public money is being spent within the parish. Therefore, any promotional material produced in relation to the grant funded project should have stated on it: *This project has been supported by a Puriton Parish Council grant. Puriton Parish Council is committed to supporting a range of initiatives and projects across the parish.*

Need more Information?

If you would like to discuss your project then do please contact the Parish Clerk:

Sally Diaz

Email: clerk@puritonparishcouncil.gov.uk Phone: 01934 221659

17 Sealey Close

Draycott

Cheddar

Somerset

BS27 3UA

**Puriton Parish Council
Grant Funding Application Form**

1. Name of group/applicant	
2. Address of group/applicant	Name of Contact
	Contact Telephone Number (s)
Bank account name: Bank account number: Sort Code:	
3. Name of project	
4. Amount requested	
5. Briefly describe the project/scheme Continue on additional sheet if necessary	
6. How will the project/scheme benefit the residents of the parish? Continue on additional sheet if necessary	
7. Signature of Applicant (named in section 2)	
8. Is your organisation VAT registered? Y / N	