

FOSTON PARISH COUNCIL

CLERK: Mr J Stanley, 15 Buttery Close, Lincoln, LN6 8SL Telephone: 01522 889737
Email: clerk@fostonpc-lincs.uk

Foston Parish Council Grants Policy

1. Foston Parish Council will set an annual budget for grants – the total amount available may vary from year to year. Grants are made out of the money provided by council tax payers of Foston and accordingly Council has a responsibility to satisfy itself that grants will provide benefit to the local community.
2. Requests will only be accepted on the Council's application form submitted by email or post to the Clerk to Council with appropriate supplementary information supplied as requested.
3. To be eligible to apply for a grant the group must be
 - a charity, voluntary or community organisation;
 - formally constituted and have a management committee made up of volunteers.
4. The maximum amount of grant which will be awarded is £500.
5. Where a grant is given, the Council will require a written report of how the money has been used within 6 months of the grant being paid – in the form of an annual report or set of accounts that clearly identify the expenditure. Other evidence such as receipts may be requested.
6. The report must be given to the Clerk to the Council, and will then become a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 and the Freedom of Information Act 2000.
7. The Council will not normally fund 100% of a project, and evidence of other funding will be required.
8. Applicants may be invited to attend a Council meeting to explain the application to councillors.
9. Should there be more applications than funds available, smaller amounts than have been applied for may be offered.
10. The Council will not normally make grants to organisations outside of the parish, unless there are direct benefits to the parish.
11. Recipients may be asked to acknowledge Council support on any promotional material.

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12. The Council will only consider one application per project in any one financial year, but an organisation may apply for funding for more than one project in the same financial year.
13. If the organisation applying for a grant owns/leases property which others hire, the council will expect to see a distinction between not-for-profit and for-profit hirers in the rates charged (businesses will not be subsidised with public grants).
14. If the organisation applying for a grant employs staff, a full breakdown of the staffing costs must be included with the application.
15. Evidence of having a child protection policy in place may be requested, as part of the conditions of grant aid being awarded.
16. Grants that run over a period of more than one year will not normally be considered. In exceptional circumstances, the Council may do so, if an application is supported by a robust business plan and evidence of need – if you wish to discuss this possibility further, please contact the Clerk to the Council in the first instance, and before completing a form.
17. When evaluating an application, the Council will take into account the following:
 - a. Does the Council have a legal power to incur expenditure on the activity?
 - b. Will all or part of the area, or some or all of the inhabitants, benefit?
 - c. Has the applicant demonstrated initiative in fund-raising?
 - d. Has the applicant applied to other organisations/outside bodies for funding?
 - e. If the body applying for grant aid employs staff, is it a registered charity?
18. The Parish Council is responsible for reviewing this policy. This policy will be reviewed on an annual basis, in response to changes in the law or through any other identified need.

Date	Version Number	Revision / amendments made	Review date
May 2023	1.0	New policy based on LALC model	May 2024

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APPENDIX A

Grant Application Form

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 position of primary contact	
3	Telephone number for primary contact	
4	Is the organisation a registered charity?	
5	Amount of grant requested	
6	For what purpose or project is the grant requested?	
7	What will be the total cost of the above project?	
8	If the total cost of the project is more than the grant, how will the residue be financed?	
9	Who will benefit from the project?	
10	Approximately how many of those who will benefit are parishioners?	

Applications must be accompanied by a copy of the organisation's most recent detailed income and expenditure accounts, its constitution, and of its latest bank statement.

Signed

Date.....