

# ASHTON UNDER HILL PARISH COUNCIL

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## **Grant Awarding Policy & Application Form**

### **Policy Statement**

A grant or subsidy is any payment made by Ashton Under Hill Parish Council (hereinafter referred to as APC) to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by APC. The purpose of any grant or subsidy given by APC is to support initiatives in the local community and to help create opportunities for the residents of Ashton Under Hill that are not, as a matter of course, funded by APC.

### Guidelines for Grant Applications

1. Grant applications must be with Ashton under Hill Parish Council before October 15<sup>th</sup> in the financial year prior to the award being given.
2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of APC. All applications must clearly demonstrate how this will be achieved.
3. Grant Aid application forms are available from the Clerk. Application forms must be submitted along with the latest set of the group's accounts for donations requested over £50.00. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
4. Grant applications cannot be made retrospectively.
5. The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
6. Applications WILL NOT be considered from: > Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion. > Private organisations operated as a business to make a profit or surplus. > "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution. > National Charities.
7. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project. Procedures/Grant Procedures V2 2016 Ashton Under Hill Parish Council.
8. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
9. APC will only grant aid to churches for upkeep of the grounds and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
10. Schools will only be grant aided for environmental purposes or if, in the opinion of APC, their application is for the benefit of the wider community.
11. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
12. It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of APC has been obtained in advance for a change in

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use of the grant monies, and that any unspent portion of the grant must be returned to APC by the end of the financial year in which it was awarded.

13. Although APC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
14. APC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
15. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
16. The size of any grant awarded is at the sole discretion of APC.
17. All grant applications must show value for money and need for funding. A minimum of 3 quotes should be obtained. In addition any appropriate due diligence should be carried out. APC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
18. APC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of APC.

Procedures/Grant Procedures V3 October 2022