AVERHAM, KELHAM & STAYTHORPE PARISH COUNCIL

GRANT AWARDS – GUIDANCE FOR APPLICANTS

1. Groups within the Council's area can apply for funding, along with those outside the area who can demonstrate direct benefit to the inhabitants of the Parish Council's area.

2. The scheme will support both capital and revenue projects as long as they are not already committed prior to the grant period. The scheme will also NOT fund salaries/wages.

3. Groups will apply for funding using the Parish Council's Grant Application Form.

4. Groups will be expected to supply the following accompanying documentation:
   a. A copy of the most recent income and expenditure accounts (audited, if possible), including an up-to-date balance sheet (if available).
   b. A copy of the constitution or rules of the group
   c. Provide bank statements, in the name of your organisation, for the last three months up to an appropriate period near the grant application date.
   d. Provide a 12 month forward plan (activities and finance) and where larger grants (over £1,500) are requested a three-year business plan will be required.
   e. Evidence to show that the group has sought best value, e.g. provide comparative quotes. Please ask for advice on this if you are unsure.

5. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.

6. Where possible, groups will be expected to contribute some of their own funds to the project or other costs although a set percentage is not specified.

7. Where partnership funding is being sourced outside the Council's area, the Council would wish to see that such funding has been secured prior to awarding a grant.

8. Retrospective applications (ie for projects already completed) will not be allowed.

9. If successful in securing a grant, the organisation will report back to the Council on how the money was spent within 6 months of receipt. If asked, they must provide receipts.