GRANT APPLICATION POLICY

Approved 11th December 2017

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Guidance Notes

Aim of Milford-on-Sea Parish Council Grants Policy

The aim of the Parish Council's Grants Scheme is to promote an active community in Milford-on-Sea. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisations working for the benefit of Milford-on-Sea parishioners, with the intention of improving the range of services and activities in the village.

The wording of Grants and Donations covers monetary funding.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the meeting. Meeting dates are available from the Parish Council's website: www.milfordonsea.org.uk

Who can apply for a grant?

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled
- Community Groups

The scheme provides start-up grants for new organisations as well as grants to existing organisations.
The organisation must be based in Milford-on-Sea or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Milford-on-Sea and how.

For what can grants be used?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in any financial year. The Parish Council maintains a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants. Although there is no maximum limit set on the amount that can be applied for, the annual grants budget is limited and it is important that all questions on the application

form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the town.
Because this fund is for projects that will benefit Milford-on-Sea parish residents, there are some cases where we are not able to provide grants, including:

- General appeals (e.g. national/international disasters)
- National organisations without a locally based group
- Individuals (e.g. sponsorship for individual sportsmen and women)
- To 'branches' that could be funded by their main organisation
- Commercial enterprises which aim to generate a profit
- Projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.
- Services which should be provided by statutory funding
- Projects considered being the responsibility of the principal authority
- For buildings that are uninsured

How do I apply for a grant?
Applicants are required to supply:
A completed application form available from the Parish Council Office or it may be downloaded from the Parish Council's website www.milfordonsea.org.uk and if requested, be accompanied by the documentation below:

- Audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also a Committee structure and bank account details)
- Latest bank statement
- A statement in support of your request (including photographs and plans if applicable)
- A copy of your organisation's constitution.

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque. The Parish Council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria For and Conditions attached to Funding'.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Full Parish Council. Applications received after that date will be carried forward to the next meeting.

Applications will be considered under one of the following categories:
Older People (50 and over)
To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.

Young People (0 – 25)
To support a wide range of activities to empower young people and meet their social, educational or leisure needs.

Arts and Culture
To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Milford-on-Sea.

Sports and Recreation
To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.

Highways and Transport
To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.

Enhancing the Environment of Milford-on-Sea
To improve the environment of Milford-on-Sea, safeguard and enrich its heritage resources/bio-diversity and to sustain community life. (e.g. nature conservation, recycling, local history).

Charitable and Advice Organisations
Organisations who offer advice free of charge and charitable organisations that is of benefit to the residents of Milford-on-Sea Parish.

Organisations Assisting People with Disabilities
Organisations that offer support and assistance to residents of Milford-on-Sea with disabilities.
The Grants and Donation Scheme is unable to support:
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- Salary or routine administration costs
- Individuals
- Hospitality.

Applicants should be aware:
- If the project is relying on funding from the Parish Council, it should not be started until the award of a Grant or Donation has been confirmed in writing by the Parish Clerk.
- If a project has already started, it cannot be funded through this scheme;
- Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made. To support the grant the Parish Council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required.
- Awards for funding which are not for projects within the current financial year will be considered on a case by case basis.

Who can I contact for more information or advice?
If you have any questions, require further information or would like help filling in the form please contact:

Mr Graham Wells BA (Hons), Parish Clerk or Mrs Niamh Morrison, Assistant Parish Clerk
Milford-on-Sea Parish Council
22 High Street, Milford-on-Sea, SO41 0QD
01590 644410 clerk@milfordonseaparishcouncil.gov.uk

Grant applications are assessed on the following criteria:

General Criteria

1. Have public appeal or particular appeal to local residents and increases/encourages community engagement.
2. Free access and accessible by all sections of the community.
3. Assist local projects.
4. Where the benefit remains in the community.
5. Which add to or improve existing facilities.
6. Which offer partnership with other organisations.
7. A well justified Statement in support of the application (including photographs and plans if applicable).
8. Copy of the organisation's constitution.

Financial Criteria for Application

1. The grant support will make a real difference to the proposal.
2. Evidence of efforts to generate income from other sources.
3. Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation.
4. The organisation should have a bank account in its own name with at least two signatories to sign cheques.
5. A signed statement to say the organisation has read and agreed to the requirement of Grant Funding from the Parish Council.

Conditions of Grant Support

1. Clear indication of aims.
2. Proof of how the money was spent.
3. Proof of fulfilling the Parish Council's policy criteria.
4. It is recommended that new projects should have not commenced prior to this grant application; however, ongoing projects will not be discounted. The Parish Council's decision is final.

Application for a Grant

1. Applicant's Details

Organisation Name			
Address (incl. postcode)			
Registered Charity Number			
Email			
Telephone			
Name of main contact			
Position/ Title of main contact			
Please describe your organisation's main aims and objectives			
Does your organisation work SOLELY for the benefit of the people of Milford-on-Sea parish?	Yes/ No	How many Milford-on-Sea residents will benefit on a regular basis from your organisation?	

2. Information about your organisation

Membership:	What facilities do you provide?
Subscription: £	
How many unpaid volunteers do you have?	
How many paid workers do you have?	

3. Funds available to your organisation

Cash in hand:	£	Annual income:	£

4. Details of Grant Request

Amount requested:	£	Total cost of project:	£
What is the purpose of this grant?			
How would the people of Milford-on-Sea benefit from receiving this grant?			

Are you seeking funding from other sources?	**Yes/ No**	If yes, please give details:
Have you requested grant funding from Milford-on-Sea Parish Council before?	**Yes/ No**	If **yes**, please give month, year and amount:
If the request is successful, how would you prefer to receive the funds?	**Cheque** Payable to:	
	Bank transfer Account number: Sort Code: Name for transfer:	

5. Other relevant supporting information

6. Signature of applicant **(as detailed in section 1)**

	Date:
Position:	

Please note, *if your grant application is successful, whether in whole or part, it would be conditional upon your organisation acknowledging Milford-on-Sea Parish Council in your Annual Report or in any other publication or publicity relevant to your organisation or this project.* ***In signing this grant application, you are bound by this condition.***

Data Protection: *We will keep all records securely for the purposes of considering your grant and for the Parish Council's financial records.*

Milford-on-Sea Parish Council office use only

Date application received	
Date of acknowledgement	
Date of approval (Full council)	
Amount of grant paid	**£**
Date paid	
Transaction ref	