

RADWAY PARISH COUNCIL GRANT AWARDING POLICY & APPLICATION FORM

Date of Adoption	Review date
May 2023	May 2027

1. **Introduction**

- a. Radway Parish Council will consider applications for grants from voluntary groups or charitable organisation.
- b. To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.
- c. Grant applications will be decided by the full Council.

2. **Purposes of Grants**

- a. For the purpose of purchasing equipment either in part or in full
- b. For the purpose of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- c. For training activities, or to purchase the expertise of an outside trainer / instructor / facilitator.
- d. For activities that raise the profile of the area.
- e. For running costs of a viable group that is experiencing a period of hardship.
- f. For hosting special events or celebrations.
- g. For the provision of recreational facilities.

3. **Conditions**

- a. Grants will not be awarded to individuals.
- b. Additional applications within a 12 month period will not normally be considered.
- c. The award must be used for the purpose for which the application was made.
- d. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- e. All awards must be properly accounted for and evidence of expenditure including invoices should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- f. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- g. On completion of a project a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.

4. **Eligibility**

- a. Any charity, voluntary group or community organisation operating within the parish.
- b. The Parish Council will not fund activities that it considers to be the responsibility of a statutory authority.

Appendix A: Radway Parish Council Grant Application Form

Please refer to the Radway Grants Policy guidance before submitting your application.

Radway Parish Council Contacts:

Email: clerk@radwayparishcouncil.org.uk

Phone: 07713 892835

Website: www.radwayparishcouncil.org.uk

Name of Organisation	
Main contact	
Main contact address	
Main contact daytime telephone number	
Main contact email address	

Are you a newly formed group? (less than 1 year)	Yes / No
How long has your Organisation been operating	
Do you have a voluntary management committee / steering group	Yes / No
Does your Organisation have a formal constitution	Yes / No
Does your Organisation have an equal opportunities policy / statement	Yes / No
Does your Organisation have an annual record of accounts (<i>Please attach a copy of the latest audited accounts to this application</i>)	Yes / No

Please describe your Organisation's main activities

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How much are you applying for?	
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What is the grant for?

Who in the parish of Radway will benefit from your project? What specific benefits will they receive?	Number of people:
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How will all of the residents of Radway Parish benefit from your project?

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Have any other bodies been approached from grant funding in relation to this application / project

Yes / No

If so please provide details:

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Please provide a full breakdown of the project costs and how they will be funded		
Item	Cost	Funded from
Total project cost:		

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead. Please tell us what could be achieved if you only receive part of the funding.

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If successful, your grant will be paid by bank transfer, please provide the following information to enable the transfer to be made	
Account name	
Sorting code	
Account number	
Bank Name	

Please read the following important terms and conditions carefully.

You are an official representative of your group and are authorised to apply for funding on their behalf.

Your details can be held with Radway Parish Council in accordance with the Data Protection Act 2018 to administer the grants process.

The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application, retrospective applications and/or failing to complete any section of the application form may result in your application being delayed or rejected.

Information about your group and your project may be made available as part of Radway Parish Council's decision making system. Personal contact details and bank details will not be made public.

You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.

You will provide Radway Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your

constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.

You will provide Radway Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.

Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project. I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Signature:

Date:

Position in Group / Organisation: