

Littlemore Parish Council
Grant Awards Guidance 2018-19

1. Introduction

Littlemore Parish Council has a budget dedicated to assisting Littlemore's continuing development as a vibrant, active community, through the enhancement of facilities, activities and services made available to Littlemore residents. Thank you for considering making an application. Please let us know if we can help in any way.

2. The Parish Council will consider applications normally up to £500 that:

- bring direct benefit to Littlemore residents, the community and environment
- ensures equality of access and opportunity
- achieves value for money
- demonstrates financial viability and sustainability, without relying on this Council as its sole source of income.

Applicants must be formally constituted voluntary groups, local charities or recently formed organisations that require help in getting established.

Eligible costs might include room hire, training, equipment etc.

Only one application can be accepted from an organisation within this financial year.

Organisations requesting funds for a building must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered.

3. The Parish Council will not fund:

- individuals
- activities that fall outside the financial year in which funds are awarded
- activities that duplicate services already delivered within Littlemore
- activities that operate outside of the Parish boundary, unless providing opportunities or a service to Littlemore residents
- activities that could be reasonably be expected to be funded from other sources
- projects that have already been completed at the time of application
- promotion or opposition to a party-political or religious activity
- organisations where funds are sent to a central head office for redistribution

4. Applications

Applications for grants must be made using the Parish Council's official application form, submitted to the Clerk (contact details at the end of this guidance).

The following additional documents should accompany the application:

- a copy of the organisation's Constitution or Aims and Objectives.
- a copy of the organisation's signed accounts for the previous financial year.
- a copy of a bank statement (dated within 2 months of the application).
- an equal opportunity statement.
- a safeguarding policy and confidentiality or data protection policy, if working with children, young people or vulnerable adults.

5. How applications will be considered:

The Parish Grants Working Party will consider applications to establish if

- the application meets the Parish Council Grants criteria.
- the application clearly identifies expected benefits and outcomes.
- the application meets community need.
- the application clearly states whether the funding requested represents the full or part costs of the project or activities.
- the costs are appropriate.
- the organisation is well managed.
- the application states how any funding awarded will be monitored and evaluated.
- the organisation has undertaken any other fundraising activities.
- the organisation intends to apply for or has already received any other sources of funding for the relevant financial year.

If your organisation has received funding in the previous year, the Council must be satisfied that your organisation has delivered that project, activity or service to a satisfactory level.

The Parish Grants Working Party will invite a representative from your organisation to attend a scheduled meeting to present your project and answer any questions that Councillors may have in respect of the application.

The Parish Grants Working Party will then submit recommendations to the next Full Council meeting where decisions will be made regarding the amount of any funding (if any) to be awarded.

The Parish Council reserves the right to decline any application. The Council's decision is final.

6. Award of Grants

Applicants will be informed of the decision of Full Council within two weeks of the Full Council meeting.

If successful, grant awards will be paid by cheque or electronic transfer to your organisation's bank account. Payments cannot be paid to individuals.

7. Grant Award Conditions

Grant awards are subject to following conditions:

- the proposed activities or project must be completed within 12 months. Where funding has been allocated for a specific item of equipment, proof of purchase must be presented to the Parish Clerk.
- your organisation must provide a written report identifying outcomes and community benefit at the end of the project or 12 month period.
- your organisation must provide the Council with all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act.
- your organisation is expected acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relation to the application.
- your organisation is required to display the award certificate presented to them by Parish Council.
- the Parish Council will publish a list of successful applicants, including details of their proposed activities and funding awarded.
- Littlemore Parish Council reserves the right to recover the grant and/or equipment purchased if it has not been used for the purposes specified, the funding conditions are not met, or the organisation ceases to exist.

8. Data Protection

When signing the grant application form, the applicant/ organisation gives permission for Littlemore Parish Council to use the content to consider entitlement to a grant.

The applicant/organisation must read and sign LPC Grant Privacy Policy.

Please send your completed application to:

clerk@littlemoreparishcouncil.gov.uk

or

Richard Wilkins, Clerk to the Council
Littlemore Parish Council
The Oxford Academy
Sandy Lane West
Littlemore
Oxford
OX4 6JZ