



KETLEY PARISH COUNCIL

GRANT APPLICATION PROCESS 2018/19

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all must be of a non-commercial nature.

Any grant application must be seen to be of direct benefit to residents of Ketley Parish.

How can the grants be used and how are they decided?

Grants can normally only be used for capital projects (eg. equipment, materials, buildings etc) and not for revenue support (eg. travel & transport, staff & labour, subsistence, room hire etc).

The Finance Committee of the Council will consider the application and make recommendations to the full Council for a final decision.

When and how should an application be made?

A completed application form must be submitted to the Clerk with the supporting documentation no later than 1st December. All applications received during the year will be considered in January. Grants awarded will be presented at a meeting of the Full Council or the Annual Parish Meeting no later than 31 March.

What is required with the application?

- The application form to be completed in black ink or typed
- Full and complete copies of your signed, certified and audited accounts for the last two years, or to date if your organisation has been in existence for less than two years, plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A copy of your organisation's Constitution, Terms of Reference or Rules.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, eg lottery funding, other bodies.
- Please remember to keep a copy of your application for future reference.

Note: the grant application could fail should these conditions not be met.

What will not be funded?

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Social events such as Christmas parties, trips out and activities
- Events that have already occurred, equipment already purchased, works already started or completed.

- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have an exclusive or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

What are the Grant Conditions?

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- The grant must benefit residents of Ketley
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk.
- You will be required to provide a report after 6 months with an update on the progress of your application and to attend the Annual Parish Meeting (or other meeting of the Full Council) to give an account of how the monies were spent and the benefit to the local community of Ketley.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth or single gender club), and political or religious persuasion.
- Only one grant per year may be made for a maximum of £500.00.
- More than one project may be comprised in a grant, though one completed application form per project is required.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused

What to do now?

Contact the Clerk for a hard copy of the application form on 01952 612035 or download the form from the Council's website www.ketleyparishcouncil.co.uk.

Need help?

The Clerk can also offer advice and guidance on the process including checking the form and application criteria. Please get in touch to arrange an informal discussion either face to face or over the telephone. Alternatively email your queries and the Clerk will respond.