

# Grant Awarding Policy for Toller Porcorum Parish Council

**Objective** -Toller Porcorum Parish Council sets aside a small a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life of the people of **Toller Porcorum**

**Eligibility** -Any grant made by Toller Porcorum Parish Council must: -

1. Directly benefit a significant number of Parish residents
2. Be used for the specific purpose for which it is claimed.

**Criteria**- To help applicants we have set out below some of the criteria we apply and questions that we ask in deciding whether to award a grant:

- How many Parish residents do or potentially could benefit from the activity?
- We do not normally consider national organisations unless there is a reasonably local and accessible facility that benefits Parish residents.
- Is the money really needed? What is the organisation's financial position? Does it have significant reserves? Is it charging its users appropriately?
- Self-help: what has the organisation done to fund the grant purpose? Is it actively fund raising more generally that applying for this grant?
- Sustainability: does the organisation have a sustainable "business model"? Does it need increasing (real term) annual grants in order to survive?
- Appropriate activities: does the organisation undertake activities that the PC would not wish to support, so that a grant could represent a cross subsidy to that activity?

**Who Can Apply?** - The applicant must be a charity or not-for profit voluntary or community organisation or provide a community service and be able to demonstrate that any funding will directly benefit residents or enhance the environment within the Parish of Toller Porcorum.

Individuals, businesses and political parties are **NOT** eligible.

## Conditions

1. Normally only one application per group within a 12-month period will be considered.
2. Toller Porcorum Parish Council reserves the right to reclaim any grant not used for the purpose specified on the application form.
3. Retrospective funding cannot be given.
4. Acknowledgement on receipt of a grant is required.

## Application Process

1. Applications should be made by completing the Grant Awarding Application Form (below and available from the Clerk) with a copy of the latest accounts.
2. Applications are accepted throughout the year and will be discussed by the Full Council Group which makes its recommendations to the full **Toller Porcorum Parish Council**.
3. Applicants will be informed of the decision as soon as possible.
4. Grant payments will be made by BACS/ Internet Transfer so full bank details will need to be provided

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## APPLICATION FOR GRANT

The information provided on this form will not be treated as confidential unless the applicant has a valid reason otherwise, which it must submit with the application. If confidentiality is requested the Council will decide whether this can be granted (taking account of the relevant legislation) and inform the applicant accordingly. If confidentiality is not granted the applicant will be asked to confirm whether or not it wishes to proceed on that basis.

Where the application is successful the Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

Name of Organisation Applying:

Contact details:

Title (Mr/Mrs/Ms):

First Name:

Last Name:

Position in Organisation:

Address:

Post Code:

Tel No:

Email address:

Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details:

Purpose/Aims and Activities of the Organisation:

Size of Organisation/Number of Members:

Services/ Activities Provided, Eligibility Criteria and Charges Made:

Purpose for which the grant is required: Please include details on who will benefit from the project or scheme requiring funding:

Total cost of the project or scheme requiring funding:

Other Fund-Raising Activities:

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Amount of grant Applied for:
Account of Activities over the previous year:
Account of Plans for Forthcoming year:
If your Organisation works with children, young people under the age of 18 or vulnerable adults, please confirm that it has appropriate safeguarding and related policies in place
Additional information: please provide any additional information you may consider relevant or helpful to the Council when considering this application.
Declaration: I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete. I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.
Signed ..... Date .....

## Further Information

Please contact the Clerk for copies of the Grant Awarding Form and if you require any assistance completing the form: -

Mrs Michele Harding Clerk to Toller Porcorum Parish Council  
C/o West Elworth Farm, Portesham, Weymouth, Dorset DT3 4HF  
Tel: 07814 016971 E-mail: [clerk@tollerporcorumparish.org](mailto:clerk@tollerporcorumparish.org)

Adopted Date