

# Ainstable Parish Council

Serving the villages of Ainstable, Croglin, Newbiggin, and Ruckcroft,  
the communities of Dale and Longdales, and the surrounding farms and houses.

**This policy was adopted by the Parish Council at its meeting held on 15<sup>th</sup> January 2019**

To be reviewed January 2020

## Grant Application Policy

Ainstable Parish Council raises money through the precept which is used to provide services and maintain the infrastructure of the parish. The parish council has a variety of statutory, and obligatory, responsibilities which are funded from the precept. There is also a limited amount of money from which the parish council is at times able to award grants to voluntary and non-profit-making groups or organisations which work to benefit the parish.

In awarding grants the parish council aims to ensure that the application process is easy to understand and clear to all applicants. The application process is designed to ensure the parish council has sufficient information to:

- Promote value for money
- Ensure fairness in decision making
- Provide public accountability
- Prevent fraud or misuse of parish funds

The parish council has only very limited funds available, and all groups and organisations will be required to demonstrate that they have sought other sources of funding, and are not relying on parish council funding.

- No group or organisation has the right to expect funding by the parish council.
- Receipt of a grant in one financial year does not confer a right to a continuing grant in future years.
- The parish council will not enter ongoing or future funding agreements with any group or organisation.

The aim of the parish council is, wherever possible, to help groups and organisations bring additional funding into the parish. The parish council has a planned series of ongoing projects, and needs itself to apply for external grants to help pay for these projects. If parish funds are given away on other projects this diminishes the potential the parish council has to complete its own projects, and slows down progress towards achieving the parish plan.

Ainstable Parish Council reserves the right to make grants outside of the scope of this policy as it sees fit.

The parish council encourages all groups and organisations to apply for grants through:

Cumbria County Council – Community Fund

<http://www.cumbria.gov.uk/yourcommunitysupport/communitygrants.asp>

Eden District Council – Eden Community Fund

<https://www.eden.gov.uk/your-environment/your-community/community-funding/eden-community-fund/>

Eden District Council – Leisure Grant Fund

<https://www.eden.gov.uk/leisure-culture-and-events/grants-bursaries-and-leisure-cards/leisure-grant-fund/>

Cumbria Waste Management – Environment Fund

<http://www.cwmet.org.uk/>

Cumbria Police & Crime Commissioner has several funds:

<https://cumbria-pcc.gov.uk/what-we-do/funding/>

Awards for All – Lottery

<http://www.biglotteryfund.org.uk/funding/Awards-For-All>

Post Code Community Trust

<http://www.postcodecommunitytrust.org.uk/>

Cumberland Building Society  
<http://www.cumberland.co.uk/about/community/fund>

Coop – Scotmid Coop  
<http://www.scotmid.coop/community-and-charity/>

## Other Sources of Funding

Eden District Council publish a list of funding sources at:

<https://www.eden.gov.uk/your-environment/your-community/community-funding/community-funding-throughout-cumbria/>

## The Application Process

All applications for grants will be required to follow the application process.

1. All applications for funding must be made on the grant application form, accompanied with all the requested supporting documentation.
2. Application forms are available from the parish council website or by emailing the Chairman or the Clerk to the Parish Council:

[www.ainstable.org.uk](http://www.ainstable.org.uk)

[chairman@ainstable.org.uk](mailto:chairman@ainstable.org.uk)

[clerk@ainstable.org.uk](mailto:clerk@ainstable.org.uk)

3. Completed application forms must be signed by at least two officers of the organisations, and returned with the following supporting documents:
  - a. A minimum of two recent Estimates/Quotes from two different independent suppliers.
  - b. A detailed breakdown of all costs associated with your application for funding.
  - c. The Constitution or other governing documents including:
    - i. Your Equal Opportunities Policy or Statement
    - ii. Your Child Protection Policy, where appropriate
    - iii. Your Safeguarding Vulnerable Adults Policy, where appropriate
  - d. A copy of your last Annual Report and/or AGM minutes.
  - e. Copies of the past year's Bank Statements for all accounts held in the name of the group.
  - f. A copy of your most recent Annual Accounts or Audited Accounts.
4. Incomplete applications or applications that do not include all of the above documentation cannot be considered for funding.
5. Application forms may returned to either the Chairman or to the Clerk to the Parish Council.

Nigel Vear

**Chairman of Ainstable Parish Council**

Road Ends

Ainstable

Cumbria

CA4 9QQ

[chairman@ainstable.org.uk](mailto:chairman@ainstable.org.uk)

Kimberley Lawson

**Clerk to Ainstable Parish Council**

3 Low House Far Barns

Bowscar

Penrith

CA11 9NZ

[clerk@ainstable.org.uk](mailto:clerk@ainstable.org.uk)

We may contact you to ask for more details about your project, or possibly arrange to visit your organisation. We will also be pleased to help you with any queries you may have in relation to the supporting information you are required to provide in advance of submitting your completed application.

## How We Deal With Your Application

1. Upon receipt of an application for funding we will make an initial assessment to check that the application is eligible for funding against the criteria, and that all supporting documentation has been provided.
2. We aim to acknowledge receipt of all applications within 10 working days of receiving the application.

3. An evaluation report will be produced for each application, along with a recommendation to the parish council on whether to grant funding.
4. The evaluation report, and the grant application documents, will be discussed at the next available parish council meeting for the parish council to make the final decision on whether to grant funding.
5. Once your application has been considered, and a decision has been made, we will inform you by letter. If you have been successful we will arrange for the funds to be released.
6. Applicants whose applications are unsuccessful, or ineligible will be notified by letter, and will receive feedback on the reasons for the failure of the grant application within two weeks of the decision.

## Criteria for Funding

It is recommended that you contact the parish council to discuss details of the current parish plan, and funding priorities, before you make any application for grant funding.

The following criteria must be met in order to be eligible for funding by Ainstable Parish Council:

1. Projects and initiatives will be assessed on their ability to contribute to the achievement of the Parish Plan, as published by Ainstable Parish Council, and other locally identified community priorities.
2. Grants may only be awarded to voluntary and non-profit making groups or organisations who are involved in community based projects designed to bring about a positive and lasting change for the benefit of the whole community.
3. We regret we are unable to accept grant applications from individuals.
4. Grants will be awarded for one-off project costs e.g. purchase of equipment, building work, refurbishment costs, etc.
5. Grant applications will not normally be considered for recurring expenditure such as operational running costs. General maintenance costs (energy bills, insurance), or ongoing staffing costs will not normally be funded unless the application is for start-up costs or has a greater community benefit.
6. The parish council is unlikely to provide 100% of any project costs. All groups and organisations are expected to find other sources of funding in addition to making an application to the parish council fund.
7. All applications will need to be accompanied by evidence of applying for funding from outside the parish, together with the replies to these applications.
8. We will not normally accept more than one application for funding per group or organisation in any one financial year. We may, in exceptional circumstances, accept more than one application from the same group for separate clearly identifiable projects in the same financial year.
9. Projects from Schools and Churches or other religious groups cannot be funded unless they have a clear wider non-religious community benefit e.g. a church hall that is used by local community groups, a play area also open for public use, etc.
10. We cannot fund community events if they are intended to pass on any surplus income to other organisations, e.g. concerts with benefits to "local charities".
11. Grant applications will not be considered from any group or organisation that operates a policy of exclusivity, or have a closed membership not open to all members of the public.
12. Grant applications will not be considered from political organisations, or for activities which in the opinion of the parish council are intended to be political in nature.
13. Grants will not be awarded retrospectively i.e. grants will only be awarded for work or resources still to be purchased at the time the application is made.
14. Any group or organisations with outstanding Project Completion Reports (PCR's) will not be considered for funding.

## Payment of Funding

1. The parish council prefers, where possible, to pay for services or items directly with suppliers to help ensure the best and most efficient value for parish funds.

2. We may, at the discretion of the parish council, make payments direct to the applying group or organisation where we feel this is more appropriate or efficient.
3. Once the grant has been authorised at a parish council meeting, the Clerk to the Parish Council will arrange payment to either the supplier or the finance officer as detailed in the application form.

### **Project Completion Reports**

1. As part of the conditions of funding you are required to complete and return a Project Completion Report within six months of receiving funding.
2. The report process is designed to assist you in evaluating the success of your project or initiative, and also provides an evidence base for the parish council to evaluate the benefit gained from the award of the grant. As part of the report process you will be required to provide supporting documentation e.g. receipts, invoices, bank statements, etc to evidence the expenditure of the grant funds.
3. Groups or organisations who do not complete and return a satisfactory Project Completion Report may be required to return their funding, and will not be considered for future funding.

### **Promotion of Funding Support**

1. We require that groups and organisations recognise Ainstable Parish Council funding support by highlighting this on all promotional materials in relation to the project or initiative e.g. acknowledgement in any press releases issued by the group, posters, flyers, website, etc.

### **Terms and Conditions of Funding by Ainstable Parish Council**

1. You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
2. Grants awarded must be used for the purpose for which is stated within your application. If for any reason your circumstances change, or you wish to vary the way in which you spend your grant, you are required to contact the parish council and request written permission to do so.
3. You are required to provide access to all necessary documentation to support your application for funding.
4. Financial support provided by Ainstable Parish Council should be acknowledged on all printed publicity and in any information given to the press and media.
5. Your organisation or group should promote equality of opportunity and eliminate all forms of discrimination. Your commitment to this should be clearly identified in a written policy or statement that takes into account current legislation and good practice.
6. In the event of your organisation ceasing to operate, or failing to undertake or complete the activity for which the grant was offered, the parish council reserves the right to withhold payment, reduce its award or seek recovery of any funds already paid.
7. You will be required to submit a Project Completion Report within six months of any grant award being paid. Groups or organisations who do not complete and return a satisfactory Project Completion Report may be required to return their funding, and may not be considered for future funding.

**Signed**

**Date**

**Signed**

**Date**

**Clerk to Ainstable Parish Council**

**Chairman of Ainstable Parish Council**