

Belton Parish Council Incorporating Sandtoft and Beltoft

GRANT SCHEME – NOTES FOR APPLICANTS

Fund Criteria

Belton Parish Council awards grants annually at its discretion to local organisations who can clearly demonstrate a clear need for financial support which directly benefits Belton Parish and its residents by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting Belton, Sandtoft or Beltoft in a positive way.

Grant Fund

Applications will only be considered if an organisation can be described as one of the following:

- An organisation serving the needs of the residents of Belton Parish.
- A project or event requested by a resident(s) of Belton Parish which will be for the benefit of the local community.
- A Belton Parish-based Club, Association, or Charity serving a specific section of, or the Community as a whole.

Process

Groups will apply to the fund using the Parish Council's Grant Application Form.

Groups will be expected to supply the following accompanying documentation:

1. A copy of the most recent audited accounts, including an up to date balance sheet.
2. A copy of the constitution or rules of the group.
3. A quotation to cover the amount of the grant requested.
4. Provide proof that the group has a bank account with two signatories who are unrelated and do not live at the same address.
5. Provide a 12 month forward plan (activities and finance) and a business plan where larger grants are requested.
6. Evidence of the applying body's efforts to raise funding themselves and/or other grants applied for.
7. Evidence of financial need.

All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.

Where possible, groups will be expected to contribute some of their own funds to the project or other costs although a set percentage is not specified.

Conditions of Grant

Groups can only apply once per year but may bid for a number of elements of a project in that application. A maximum of £500 may be awarded in any one application.

Expenditure made or invoices received prior to the date of the application will not be considered for payment.

Where partnership funding is being sourced outside the Council's area, the Council would wish to see that such funding has been secured prior to awarding a grant.

If successful in securing a grant, the organisation will report back to the Council within 6 months of receipt of the grant. Applicants must clearly demonstrate that any money awarded has been spent on the project detailed on the application form by providing copies of paid invoices.

All grant funded projects must be open to inspection by the Council's officer.

Recognition of the support received from Belton Parish Council must be displayed on all appropriate written materials eg posters, leaflets, programmes, reports, newsletters and on any web based or social media marketing.

Data Protection

All data regarding grant funding will be kept and used in line with our current Data Protection Policy.