

A guide to applying for a Grant

Elton Parish Council budgets money each year for projects or events that will be of benefit to the residents of the Parish. This document is a guide to making your application and explains the process by which applications are considered and made.

**Power to make grants and donations**

Elton Parish Council has made a resolution to the effect that it is qualified to use the General Power of Competence (Localism Act 2011) and is therefore permitted to do anything that an individual may do. Using this power, it makes donations and grants to organisations and individuals.

A **Donation** is a decision to give money to an organisation or a cause initiated by the council, whereas a **Grant** is a request from an organisation for financial assistance and should be made, where possible, by completing the application form attached.

**Who can apply for funding?**

Local community groups and organisations; incorporated and unincorporated charities who are local or directly provide services to local people; national and international emergency appeals; commercial companies and individuals.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated that is accessible irrespective of religious beliefs.

Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups; where the project or activity proposed is not the responsibility of another statutory body (such as Cheshire West and Chester Council or the local NHS Trust) and where there are benefits to the wider community within the Parish.

Individuals should reside in the Parish, have references in support of their application, and have a bank account.

**What can be funded?**

The purchase of, or help with funding towards, capital items such as buildings or equipment.

The purchase of, or help with funding towards, items which will be used in pursuance of the principle aims of the organisation or project being undertaken, including day-to-day running costs.

The purchase of, or help with funding towards, items required in response to an emergency appeal.

The staging of, or funding towards an event or project.

Activities, projects and events which promote participation by the whole community, a significant number of the community, or groups within the community who will benefit as a result of having specific needs addressed or services provided.

Sponsorship of an individual or group taking part in a charitable event, provided the organiser of the event is not excluded below:

**What cannot be funded?**

Projects that have already been completed or will have by the time the grant is made.

Any event or activity by an individual or a commercial organisation with the objective of making a profit or surplus that will be retained by that individual/organisation.

Projects that improve or benefit privately owned land or property.

Individuals or organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability.

Projects or services that another statutory body, such as a principal council, has a legal duty to provide and where the law prohibits a parish council from entering into a joint funding arrangement.

**How often can an application be made?**

Not more than once a year for the same project or event, except at the discretion of the parish council.

No assumption should be made that the Parish Council will make a similar grant for a similar event in future years. A separate application will be required for each instance of funding.

**How can an application be made?**

Applications should be made using the grant application form on the Parish Council website.

([www.eltonparishcouncil.co.uk](http://www.eltonparishcouncil.co.uk) ).  
  
Please include acopy of the bank account for the organisation applying for a grant (dated within the last three months) with your application. The parish council may request supplementary information to support the application.

Applications can be emailed to [parishclerk@eltonparishcouncil.co.uk](mailto:parishclerk@eltonparishcouncil.co.uk) or posted to the Clerk at:

Elton Parish Council

Elton Community Centre  
School Lane

Elton

Cheshire CH2 4PU

**How is the application considered?**

Applications will be considered by the by the full council. Meetings take place once a month (except in August) and details can be found on our website at [www.eltonparishcouncil.co.uk](http://www.eltonparishcouncil.co.uk)

Applicants will be advised of the outcome of their application following the Full Council Meeting.

**What are the criteria against which an application will be considered?**

The Parish Council will ask the following questions to consider if the group/organisation/event or project will achieve one or more of the following for those who reside in Elton Parish:

* Will there be benefits for people who are experiencing social disadvantage?
* Will there be opportunities to develop community involvement?
* Will there be an impact on crime and disorder?
* Will services for youth, the elderly or other groups with specific needs be provided?
* Will there be opportunities to provide or improve sporting participation or involvement in cultural activities?
* Will there be a benefit or improvement in the physical environment or to biodiversity?
* Will equal opportunities be promoted?
* Will there be opportunities for collaborative working or bringing different agencies together?
* Can the applicant demonstrate that additional funding is available if the project requires funds beyond that provided by the Parish Council?

**How will the Parish Council inform the applicant of the result of the grant?**

The applicant will be notified by email or letter of the Parish Council’s decision and reasons for the outcome following consideration of the application. The Parish Council’s decision is final and no appeal by the applicant will be considered.

**What happens after the grant has been awarded?**

Payments of grant monies will be made by bank transfer, payable to the individualor organisation.

Individuals and organisations receiving grants are requested to acknowledge receipt of the monies by email or post.

Individuals and organisations who have received funding will be invited to attend the Annual Parish Meeting in April to report on their project or submit a written report if they are unable to attend.

Where appropriate, individuals and organisations should make mention of grant monies provided by Elton Parish Council in the promotion of their event or project.

Funding should be spent within a calendar year of receipt and any unspent funds should be returned to the Parish Council and not retained as reserves by the individual or organisation.

For organisations, funding awarded should be shown separately in published financial records. The Parish Council may request to view receipts associated with the purpose of the grant.



Grant Application Form

Please complete the form below and email or post it to the contact details given in the accompanying Guide to applying for a grant)

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| **How we can contact you** |  |
| Your Name |  |
| Name of organisation you are representing |  |
| Position in organisation |  |
| Bank details (include Account name, Sort code and Account Number) |  |
| Postal address |  |
| Email |  |
| Telephone number |  |
| **What the organisation does** |  |
| What are the main aims/activities of the organisation? |  |
| How many people work for or help the organisation? |  |
| How do the residents of Elton benefit from the organisation’s activities? You can refer to the questions we will ask when considering your application that can be found in our Guidance document. |  |
| Is the organisation registered with the Charity Commission? |  |
| Registered Charity Number |  |
| **What you would like us to fund** |  |
| Please describe your project or event or how you will use funding |  |
| How much will the project or event cost? |  |
| How much funding are you requesting from Elton Parish Council |  |
| If this is not the full amount, please give details of additional funding from other sources |  |