

STANWIX RURAL PARISH COUNCIL

GUIDANCE NOTES 2023/24

APPLICATIONS BY COMMUNITY & VOLUNTARY ORGANISATIONS FOR PARISH COUNCIL GRANTS

1. The Council will only aid organisations involved in activities primarily designed to benefit residents of the parish.
2. Grants are intended as a contribution towards capital schemes; one-off projects; and events held for the benefit of the community overall.
3. Grants may be capped within budgetary limitations, at the Council's discretion.
4. Recurring or maintenance costs are not eligible for funding.
5. Each application will be assessed on its own merits and will be considered alongside other applications.
6. All sections of the form must be completed and contain a copy of the organisation's latest accounts and recent bank statement. The Council reserve the right to defer a decision to a later meeting where information has failed to be provided alongside the application form.
7. Written quotations for all elements of a project must be provided alongside the application form. The Council reserve the right to defer a decision to a later meeting any application where all elements of expenditure are not clearly evidenced.
8. Grant applications cannot be made retrospectively.
9. Grants cannot be carried forward to the following financial year without prior written permission of the Council.
10. Groups that have outstanding grant claims or part-grant claims may not be eligible to apply until the previous year's applications are completed (unless in exceptional circumstances where prior Council approval has been given).

11. If successful, the organisation is required to submit copies of receipted invoices for expenditure for which the grant was awarded. Payment shall only be made on submission of invoices and subsequent Council approval, unless in exceptional circumstances.
12. In accordance with point 11, claims for expenditure should be made promptly once expenditure is completed. Where a grant is awarded for an event on a specified date, claims should be made within six weeks of this.
13. The Council reserves the right to proportionately reduce any grant payment where final project costs have not totalled the previously provided written estimates.
14. Part-claims for larger projects will only be accepted mid-year where it can be clearly shown that expenditure remains in line the written estimates or the payment will be reduced proportionately until supporting evidence can be provided (refer to item 12).
15. Applications received after the closing date will normally not be considered.
16. The Council's decision is final.