

TAPLOW PARISH COUNCIL
Grants Policy
(adopted at the meeting of 14th January 2020)

INTRODUCTION

Taplow Parish Council (TPC) has set aside a fund known as the Community Fund to which grant applications can be made. Grant awards are open for application to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted. TPC may make the award of any grant subject to all or some of the following conditions. All groups will be treated equally. If an organisation has had a grant previously, they are not excluded from applying again. A fresh application will be required each time.

WHO IS ELIGIBLE TO APPLY?

To be eligible for the award of a grant an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or set of rules, which define its aims, objectives and operational procedures;

CONDITIONS OF SUPPORT

- * The constitution and /or membership rules should be available for inspection by TPC. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.
- * TPC may ask to inspect the audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- * An organisation is required to have a bank account in its own name with two authorised representatives required to authorise payments.
- * All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.
- * Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to TPC when the application is made.
- * In order to fully understand your project or activity, parish councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- * As a minimum, you will write to confirm receipt of payment for audit purposes.
- * Funding must only be used for the purpose agreed with TPC and if the monies are not spent on the items agreed, they must be returned.
- * Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- * If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- * TPC would ask that you acknowledge its support in your publications, publicity and annual reports.

WHAT CAN BE FUNDED?

- the project should be something which makes the local community a better place in which to live, work or visit;
- it should benefit people who live in the parish;
- there must be clear evidence that local people support the project and are involved in carrying it out;

THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
 - the running costs of any organisation;
 - projects which are the prime statutory responsibility of other government bodies;
 - projects which improve or benefit privately owned land or property;
 - projects which have already been completed or will have been completed by the time the grant is made.
 - Organisations or individuals 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. This is in accordance with the duty the Parish Council has to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- * “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- * Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
- * Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- * 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 and where there are benefits to the wider community within the Parish.

HOW WILL DECISIONS BE MADE?

TPC's decision will be usually be made at the next Council meeting following receipt of an application or postponed to a later meeting at the Chairman's reasonable discretion. TPC's decision will be final. Unfortunately TPC may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising.

HOW TO APPLY

Applications should be made in writing. Please apply to the Clerk by letter or email. Please submit information to include items in the following list:-

1. Purpose of grant

2. Anticipated benefit to the Parish

3. Amount applied for

4. Whether support is being sought from anywhere else/what fund raising have you done

If requested:-

5. Organisation: constitutional details and two years of accounts/bank account details

Ends