

# **West Butterwick Parish Council**

## **GRANT SCHEME – NOTES FOR APPLICANTS**

### Fund Criteria

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

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting West Butterwick 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 West Butterwick.
- A project or event requested by a resident(s) of West Butterwick which will be for the benefit of the local community.
- A West Butterwick-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. Provide proof that the group has a bank account with two signatories.
4. Provide a 12 month forward plan (activities and finance) and a business plan where larger grants are requested.
5. A quotation for the requested amount.

Groups can only apply once per year but may bid for a number of elements of a project in that application. A maximum of £300 may be awarded in any one application.

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.

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 on how the money was spent within 6 months of receipt. Applicants must clearly demonstrate that any money awarded has been spent on the project detailed on the application form.

### Data Protection

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