

Porlock Parish

Clerk to the Council
Mrs. D Taylor-Pitkin
Office Opening Hours:

Monday	CLOSED
Tuesday	10:00 – 14:00
Wednesday	10:00 – 14:00
Thursday	10:00 – 14:00
Friday	CLOSED



Council

Contact Details:

Parish Office, Old School Centre,
West End Porlock, Somerset.
TA24 8QD.

Office Tel: 01643 863350

clerk@porlockparishcouncil.gov.uk

<https://porlockparishcouncil.org>

Porlock Parish Council Grant Policy

and Application Form

Thank you for your interest in applying for a grant from Porlock Parish Council. Please read the grant policy below before starting to fill in the form.

If you require any advice or guidance, please contact the Parish Clerk on 01643 863350 or at clerk@porlockparishcouncil.gov.uk. Completed forms to be returned by email or to the above postal address.

Porlock Parish Council Grants Policy

Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area represented by Porlock Parish Council and will contribute positively to the life of people living, working and visiting the area of Porlock Vale.

1. Grants will not be made to :

- Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals
- Political organisations or projects.



2. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
3. The Parish Council will only consider grant applications in excess of £500 in exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form.
4. For applications in excess of £500, the Parish Council may provide up to 50% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from groups' own fundraising.
5. Applications from the Allotment Trust Fund may be up to £1,200.00. Here there is no requirement for match funding and applications are to be considered separately. Please use the form specifically tailored for the Allotment Trust Fund.
6. The Parish Council will only consider an application if accompanied by the required financial and organisational information.
7. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
8. The Parish Council will not make grant funding on a retrospective basis or for work already commenced on the project. This will invalidate the grant application.
9. The Parish Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater sustainability and engagement within the community.
10. For applications for funding of security measures, applicants should seek the support of the local police or crime reduction officer.
11. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within a timescale agreed between the PPC and the grant applicant. The Parish Council will require evidence of expenditure within the terms of the grant at the conclusion of the agreed timeframe. An appropriate form will be provided in due course.

Should the evidence not be received the Parish Council will request the return of the funds.



Application Form

1. Name & Address of organisation

Contact name:

Contact telephone number:

Position in organisation:

2. Aims and objectives of your **organisation**; What does your organisation do and how does it benefit the residents of Porlock?

3. Where does your organisation meet?

4. How often do you meet?

5. How many members do you have?



6. How much funding are you applying for? £

7. What is the total cost of your project? £.....

8. Please give full details of the circumstances related to your request.

9. Briefly describe the project for which you require a grant. Please make sure you give us a full breakdown of what the funding will be spent on.

10. How would the funding benefit the community or residents of Porlock?



11. How is your organisation normally funded?

12. What are your current subs/fees/charges?

13. Have you applied for any other funds/grants towards the cost of this project? Please include details below.

14. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months.

15. Anticipated income/expenditure for next 12 months



16. Details of any grants received from Porlock Parish Council in the past three years, please provide the dates and amounts.

17. Other grants from any other sources in the last three years, please provide the dates and amounts.

18. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account

Account number

Sort Code - -



Please ensure the following supporting documentation accompanies your application;

- Your most recent accounts;
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution if available;
- Details of your organisation’s officers;
- A copy of your safeguarding policy.
- Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Porlock Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised members of staff and the Council to manage the grant application process.

I also understand that the PPC may pass details onto an official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed

Date



For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and Asset Management Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes/NO	
	The grant will result in a benefit for the area represented by Porlock Parish Council and will contribute positively to the life of people living, working and visiting the area of Porlock?
	Does the grant exclude ongoing running costs?
	Is the grant for non-political or non-quasi-political organisations or projects?
	Has the applicant made any plans for match funding?
	Has the applicant detailed evidence of applications to other funding bodies and/or internal fundraising.
	Does the application include the required financial and organisational information?
	Is this the only application in this financial year from this group or organisation?
	Is the application for future funding? (ie not retrospective)
	Is the grant for the sole use of the applying group and not to pass on money?
	Has the applicant demonstrated how one-off grant funding will lead to greater sustainability.
	For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Date of Review

Decision reached by Fin Com (delete as applicable) reject / return for further information / proceed to Full Council.



Notes provided to assist RECOMMENDATION:

DRAFT

