



# Aylesford

## PARISH COUNCIL

CLERK TO THE COUNCIL,  
Council Offices, 23 Forstal Road, Aylesford, Kent  
ME20 7AU  
Telephone: 01622 717084  
Email: [admin@aylesfordparishcouncil.org.uk](mailto:admin@aylesfordparishcouncil.org.uk)  
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## Grant Award Policy

This Policy sets out the Parish Council's position and procedure  
with regard to the award of grants



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The Parish Council is able to consider grants to support projects delivered by various organisations or individuals to meet other requests for funding. These guidelines are designed to give a broad overview of what projects and requests might be considered and how an application can be made.

The availability of funds for grants is dependent on the Council's overall financial position and the choices it makes when allocating its resources each year. One year's funding may not necessarily mirror the previous years' The Council will agree a set annual amount within the budget each year that will be allocated for the duration of the financial year and once allocated no further funds will be available.

The Parish Council's application process is open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend to by the date of application to become formally constituted. The Council awards funding entirely at its discretion to community organisations which can demonstrate a clear need for financial support without discrimination on the grounds of race, gender, sexual orientation, colour, occupation, religion or political opinion.

This Policy is subject to review and amendment at any point the Clerk and/or the Council feel appropriate.

## What is a Grant

A grant is an award of funds to an organisation or individuals to support voluntary and/or community activities. The organisation (or individuals) specifies (specify) the proposed activities and the Council makes a financial contribution through awarding a grant. The Council will normally impose conditions on the use of the funds, but does not receive any works, goods or services in return.

## WHO IS ELIGIBLE TO APPLY?

To be eligible to apply for a grant an organisation/individual must usually:

- Be a not-for-profit body
- Be established for charitable, social, or recreational purposes;
- Have a constitution, or set of rules, which defines its aims, objectives and operational procedures;
- Be able to provide a copy of its latest annual accounts which should be signed by a person independent of the group;
- Have a bank account that is in the name of the organisation.
- Be able to demonstrate clearly how the funding will benefit the local community.
- Newly formed organisations, that have their own bank account but no annual accounts yet.



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### WHAT CAN BE FUNDED?

The Parish Council will consider all applications that meet the required eligibility criteria, but usually:

- 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, work or visit the Parish or a good proportion of;

### THE FOLLOWING ARE NOT ELIGIBLE

- Businesses;
- The running costs of any organisation (including maintenance costs);
- Any projects that are the prime statutory responsibility of other government bodies;
- Projects which improve or benefit privately owned land or property;
- Retrospective applications for projects which have already been completed.

### CONDITIONS OF SUPPORT

The Parish Council will make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and take into account an organisations individual circumstances.

- Funding must be used within three months of the receipt of the grant;
- The receiving organisation/individual must provide the Council with a report within three months of receipt of the grant confirming how the money was spent, to include photographic evidence;
- Funding can only be used for the purpose agreed with the Parish Council and if the monies are not spent on the purpose/project agreed then the receiving organisation/individual must return it to the Parish Council;
- Funding requested and awarded must be spent within the financial year; it cannot and will not be rolled over;
- If the project costs more than anticipated, the shortfall must be met by the organisation, no further funding will be agreed;
- The Parish Council would ask that you acknowledge its support in any publications, publicity and annual reports;
- Copies of invoices and/or other documentation including receipts will be required as evidence that the expenditure has been accrued;
- Organisations are restricted to making only one application per financial year and previous years' requests may be taken into account to ensure as many different organisations within the community are benefitting as possible;



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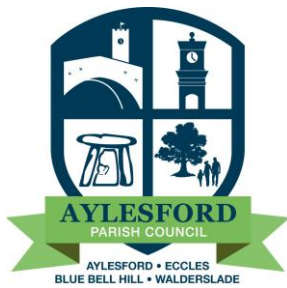
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- The organisation must state if they are providing some of their own funding towards the project;
- The giving of funding one year does not set a precedent for another/future year(s);
- The Council has the right to impose additional conditions on any funding awarded as it considers appropriate;
- The Council has the right to withdraw any already agreed funding if false information is provided.

### PROCESS OF APPLICATION

- All applications will be considered in an open and transparent way, it will NOT be a first come first served process;
- The Council considers any applications it has received bi-monthly starting in May of each year. Applicants will need to contact the Parish Office for the deadlines in which the Council needs to receive the completed application form and associated documents.
- All applications must be submitted on the Council's application form (Appendix 1);
- Application forms are available from the Parish Office on request and are available for download on the Parish Council's website;
- All applications must include a copy of the previous two years' accounts plus a copy of the bank statement as at both year-end dates;
- Organisations will be required to provide a copy of their constitution together with the details of the aims and purpose, project or activity and demonstrate a clear need for funding;
- All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish;
- The Clerk to the Council will receive all applications in the first instance to ensure all criteria are met before taking to committee for decision;
- The Clerk reserves the right to refuse an application if all criteria are not met or to ask for more information/evidence as he/she feels appropriate;
- Applications will be considered at the Finance Advisory Sub Committee or Policy & Resources Committee;
- The Parish Council may ask for further information in order to consider the application;
- All applicants will be contacted following the Council's decision.
- Applications that are not completed fully and/or do not include all documents/evidence requested on the application form will be returned and not considered.



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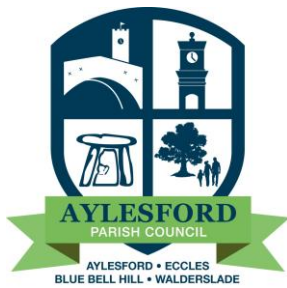
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### POSSIBLE DECISIONS

The Parish Council will make one of the following decisions

- Agree the funding request in full or in part;
- Agree funding to be made at a later date, within the same financial year for all of or part of the amount requested;
- Defer consideration of the application to a future date or period;
- Refer the applicant to alternative funding sources;
- Decline the application.



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### Appendix 1.

## Application form for a grant from Aylesford Parish Council

This form is to be completed using the Grant Awarding Guidelines issued by Aylesford Parish Council.

<b>1. Name of Organisation</b>
<b>2. Name and address of the person completing the application form</b>
<b>3. Position held within Organisation</b>
<b>4. Phone number and email address of the person completing the application form</b>
<b>5. Summary of aims and objectives of organisation/group (this should include your Constitution and whether you are a registered charity or not)</b>



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<p><b>6. What is the nature and purpose of the project? (Include total costs)</b></p>
<p><b>7. What fundraising activities, if any, have you undertaken, or intend to undertake, to help fund this project?</b></p>
<p><b>8. If you are not carrying out any fundraising activities for yourselves, please explain why not.</b></p>
<p><b>9. What is the amount of grant which is being applied for?</b></p>
<p><b>10. Have any other grants been applied for? If so, please provide details including amount requested and if it has been agreed</b></p>
<p><b>11. Describe how the project will benefit people who live, work or visit the Parish</b></p>



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**12. Please tell us anything you wish the Council to take into account with regards to this application**

**13. Please attach up to date accounts for the organisation to support your grant request**

Name .....

Title within organisation .....

Signature .....

Date .....

Parish Office Use

**Date application received:**

**Criteria met: Yes/No**

**Decision:**

**Notes:**