

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

## **SMALL GRANT SCHEME**

### **GUIDELINES**

Aston, Cote, Shifford & Chimney Parish Council is keen to support local causes and amenities and will do all it can to support fundraising for specific projects or charitable causes.

Any expenditure must be within the constraints of the legal powers limited to Parish Councils and within the bounds of “Best Practice” as ultimately the funds come from the pockets of council taxpayers in the Parish. In addition, the Council is subjected to internal and external audits that examine the grants that are awarded, so the Council must demonstrate that it is aware of the issues involved and has taken care in its funding award criteria.

This application document outlines the background to the grants scheme. Application forms should be completed as far as is possible and practicable – do not worry if there is some information that your organisation cannot supply, just fill in what you can. The more information there is, the better, but please be assured that you will not be turned down simply because more information is required before a decision is made.

Please bear in mind the following guidelines when completing your application:

- All grant applications must be submitted on the official grant funding application form, with supporting documentary evidence.
- In general, the Parish Council will try to support organisations promoting the following initiatives:
  - Promoting local recreational facilities
  - Combating rural isolation
  - Promoting sports, health & fitness
  - Promoting the village or rural affairs
  - Supporting the local economy
  - Providing opportunities to promote educational advancement
  - Projects for children and young people
  - Projects specifically aimed towards senior citizens
- Grant applications will be assessed on the following criteria, which are in no priority order –
  - The benefit to all or part of the parish of Aston, Cote, Shifford & Chimney
  - The benefit to all or some of the residents of Aston, Cote, Shifford & Chimney
  - The proportion of the residents that will benefit from the grant
  - The assessment of the viability and robustness of the application
  - The availability of Parish Council funds for grants

- The Council is limited in how much it can grant and to whom grants can be made. The more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case
- Grants for assistance in the running (revenue) costs of an organisation will be considered but, in a way, as to encourage self-sustainable funding.
- The Parish Council reserves the right to refuse applications or to provide a lower grant than that requested.
- Awards will not be made to:
  - Commercial enterprises set up to generate profit
  - Those supporting party political issues / parties
  - Projects with campaigning objectives
  - Individuals
  - Health, education or welfare organisations whose services should be provided by statutory funding.
- Awards will not normally be made:
  - To bodies that could be funded by their national or umbrella body (unless for a specific project or exceptional reason)
  - For buildings that are uninsured.
  - For buildings or property not owned by the applicant
- 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.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
- Aston, Cote, Shifford & Chimney Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Grants will not be given for expenditure which has already been occurred or committed via a purchase order and applicants will be required to confirm that their application meets this condition in their application.
- The grant shall be used for the purposes given on the application form and will be subject to any conditions sent in writing when notifying the applicant of their award. If the project for which Aston, Cote, Shifford & Chimney Parish Council offers funding is altered, curtailed, postponed, or cancelled in whole or in part the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the grant may be reconsidered, reduced or recalled at the Parish Council's discretion.
- If expenditure on the event, project or activity for which Aston, Cote, Shifford & Chimney Parish Council provides funding is ultimately less than the funding provided, the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the excess funding returned by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.

- Projects must commence within 12 months of notification of the funds being provided. If this cannot be achieved applicants can apply in writing for a six-month extension clearly stating the reasons for the delay and giving a new start date. Should the project fail to meet a revised deadline, or the extension not be granted the offer of grant funding will be withdrawn and the recipients will be required to return the funding by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.
- All organisations which are successful in their grant applications must provide in writing further information once the application has been completed, to include the date the project was completed, the total final cost of the project, and the total of the Parish Council grant funding applied to the project. A copy of the paid invoices verifying the expenditure must be supplied at the same time.
- Organisations that receive a grant are required to acknowledge the contribution from Aston, Cote, Shifford & Chimney Parish Council on publicity and printed material.
- Please be advised that representatives of the Council may visit the site or project in pursuance of their decision-making process or after award of funding
- Grants must be formally applied for using the Aston, Cote, Shifford & Chimney Parish Council Grant Application Form together with all supporting documentation as requested in that form.
- Payment will be made to an organisation, not an individual – only applications from organisations with a bank account in the organisation’s name can be considered.
- An organisation can only apply for one grant during each Council financial year (1 April to 31 March).
- The timing of the application and consideration thereof will be in accordance with the timetable below, always provided that in case of exceptional urgency grants may be submitted and considered at any other time during the year.

#### **Timetable**

Opening date for grant applications:	1 <sup>st</sup> July
Final submission date for applications:	23 <sup>rd</sup> December
Month in which the application will be considered (check with the Parish Clerk for the precise date of the meeting):	January
Date by which grant decision letters will be circulated	31 <sup>st</sup> March

Applicants for grants can address the meeting at which their grant is considered. For further details please contact the Parish Council Clerk

This process is designed to be fair and open to all parties. The Council will as far as it is able treat all applications equally and will not discriminate on the grounds of gender, racial or ethnic origin, religion or belief, ethical beliefs, disability, age or sexual orientation.

If there are any points that are unclear or you would like any assistance with completing your form, please contact the Clerk on [clerk@astonoxon-pc.gov.uk](mailto:clerk@astonoxon-pc.gov.uk). You are strongly advised to keep a copy of your completed form for your records.

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**  
**SMALL GRANT SCHEME**  
**APPLICATION FORM – 2024/25**

<b>ABOUT YOUR ORGANISATION:</b>		
Name		
Address		
Email address:		
Website:		
<b>Contact Details:</b>	First Contact	Second Contact
Name:		
Position:		
Address:		
Phone Number:		
Mobile Number:		
Email Address:		

**DETAILS OF ORGANISATION STRUCTURE:**

Constitution	Do you have a constitution? Please indicate: YES (Please attach) NO
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Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)

Please indicate:	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state:
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When did your group/organisation start?	
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What does your organisation do?	
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Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i>
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**DETAILS OF ORGANISATION FINANCES: Please attach a copy of your most recent accounts**

Total income in the last financial year including date of year end:	
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Total amount spent in the last financial year:	
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Current unrestricted reserve or savings as at date of application:	
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Current restricted reserve or savings as at date of application.	
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From what sources does your organisation raise its income?	Income Source	Amount £

Bank Details	Acc No:	Sort Code:
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	Bank Name:	Bank Address:
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<b>DETAILS OF MANAGEMENT STRUCTURE:</b>	
How many people are there on your management committee?	
How many staff do you employ?	
How many volunteers do you have?	

**PROJECT SPECIFIC INFORMATION:**

Please give more details about the project for which you are applying for this grant:

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Please justify the need for this project?

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How will you monitor the progress of the project?

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How do you plan to judge the success of the project?

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**TIMESCALE:**

Start Date	
Finish Date	
Ongoing, give details	
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:	<input type="checkbox"/>

**FINANCIAL INFORMATION ABOUT THE PROJECT :**

Please provide a breakdown of the total cost of this project including VAT (please provide details on a separate sheet if necessary)


<p>How much funding is your organisation requesting from Aston, Cote, Shifford &amp; Chimney Parish Council via this form?</p>	
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<p>Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves</p>	
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**DECLARATION:**

I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.

Signed:

Dated:

Please include the following:

- Up to date accounts/financial statements & latest report (if available)
- Constitution or a set of rules, if available
- Copies of written estimates or catalogue pages if grant for equipment or capital costs

Please either email to the Clerk at [clerk@astonoxon-pc.gov.uk](mailto:clerk@astonoxon-pc.gov.uk) or post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.