

THORNTON LE DALE PARISH COUNCIL PARISH GRANT SCHEME

TERMS OF REFERENCE

The aim of the Parish Councils Grant Policy is to provide funding to local community groups, whilst ensuring it is granting money within its power to do so. During the setting of the annual budgets and precept, (usually November latest) the Parish Council will at this stage, each year, decide on a total amount of funds which can be set aside for the Parish Grant Scheme.

The suggestion will be that up to 50% of the agreed Parish Grant Scheme amount will be allocated/awarded in the April-September funding window, with the remaining 50% being allocated in the October-March funding window of the same financial year.

Once the 50% has been reached in any one window, then no further grant applications will be considered until the next funding window is formally open.

Community Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to residents of the parish will also be eligible to apply. Groups can apply to the grant fund using the application form attached.

Groups will be expected to supply the following accompanying documentation:

- a. A copy of the most recent accounts / cashbook (Audited (if applicable) including an up-to-date balance sheet)
- b. A copy of the constitution or rules of the group
- c. Provide proof that the group has a bank account with two signatories. Please note funds cannot be paid to an individual or private bank account
- d. Provide a 12-month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
- e. Evidence of quotes for the community project, where the grant request exceeds **£500**

The Council will normally advertise availability of the scheme **ONE** month in advance of the funding window, via the council's website. Grants may be considered at other times at the discretion of the council. The value of any single grant will be decided as a proportionate funding depending on the total project value.

The Parish Council will reconsider grant applications on an annual basis. Groups can apply once per year but may bid for several elements of a project in the application. All applications will be considered on the financial stability of the group and judged on their own merits; particular attention and weighting of how the Parish Council score the application will be given to the group clearly demonstrating the need for the project and being able to sustain their own revenue costs.



The Parish Council will also consider the need for the Community Group to demonstrate how the project will meet their objectives of diversity, longevity and sustainability. Groups will be expected to contribute some of their own funds to the project, with a discretionary set percentage and this needs to be demonstrated within the application.

Where partnership funding is being sourced outside the parish, the council would wish to see evidence that such funding has been secured prior to awarding a grant.

**THORNTON LE DALE PARISH COUNCIL
PARISH GRANT SCHEME
APPLICATION FORM**

Name of Group	
Main Group Contact (full name & position held)	
Group Correspondence Address	
Main Telephone Number	
Group Email Address	
Please provide a detailed description of the project	
Please detail the need for the project and who will benefit from it	
Please detail full costs of the project Including any VAT	
Details of outside funding, please Include funder name and amount	

Please state the stage of application for any outside funding (Tick one)	a) Just applied b) Awaiting Outcome c) Funding confirmed d) Other:
Please confirm the value of the Parish Council grant request	£.....
Is this request for a specific part of the community project	Please provide details:
Please confirm status of your group such as Informal/Registered Charity/Other	Please provide details:
Supporting Information Checklist Group Constitution/Set of Rules Most recent Accounts/Audited Copy of bank statements (most recent 3 months) Evidence of necessary planning permission Community Group's Business Plan Community Group's Forward Plan	YES/NO Comments: YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO

Signed on behalf of the Community Group:

Print

Name/Position:.....

Date:

Thornton Le Dale Parish Council thank you for your grant application.

Please ensure all requested information accompanying the application is sent to the Parish Clerk at the email address:

parish.clerk@thorntonledale-pc.gov.uk

All applications will be considered at a Parish Council Meeting, and the outcome will be communicated to the Community Group, following the decision.

To discuss any queries, you may have about your grant application or if you prefer to receive a copy of the application in a Word document, please contact the Parish Clerk or the relevant Parish Councillor.

For Thornton Le Dale Parish Council use

Details of Grant Approved	Further Information
Parish Council Meeting when grant approved	
Agenda/minute Item on the PCM	
Link to the Minutes of this meeting:	See left
Grant requested	£
Grant approved <i>(including reasons if necessary)</i>	£
Authorisation for payment to be sent from TLD pc bank account: Head of the Finance Committee/Responsible Finance Officer	Cllr D Green J. Collins (clerk)
Details of where the payment will be sent:	See left
Date of when payment sent:	

Signed on behalf of Thornton Le Dale Parish Council:

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Date: