



FAIRFIELDS PARISH COUNCIL

GRANT AWARDING POLICY

Who can apply?

Fairfields Parish Council will make grants to charities, voluntary organisations or groups based in the parish or working in the parish which can show that their project will benefit residents. Only 2 grant applications from any one organisation will be considered within a twelve month period. We do not offer funding or sponsorship to individuals.

What we look for

The project must offer lasting benefit to residents and contribute to at least one of the following:

Training or education
Environment
Community safety
Quality of life

Applications must be realistic and the project must be well run, effectively managed and sustainable.

Applications must be fully and properly completed and other potential sources of funding must be shown.

All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish. The percentage of residents who will benefit, from within this Parish, will also be required.

What we will fund

Preference will be given to new projects and initiatives and we will consider support for:

- Set-up costs including stationery, advertising, photocopying etc
- Purchase of equipment, resources etc
- Meeting costs and hire of venues
- Cost of running activities and events

What we won't fund

- Any activities held for political or religious purposes
- All activities that will discriminate on any grounds
- Paid posts.
- Application from private organisations operated as a business to make a profit or surplus.

- Projects fully funded by other organisations.
- Applications from 'upward funders' i.e. local groups whose fundraising is sent to their central HQ for redistribution.

Expenditure that has already occurred.

Applications from national organisations or groups with access to 'umbrella' or 'parent' organisations unless funds are not available from their national body or the funds available are inadequate for a specific project.

How to apply

Simply complete the application form and send it to us in good time, ensuring that all relevant documents are enclosed:

- Accounts - if your organisation has accounts please supply your annual accounts which should be no more than 15 months old
- Constitution - include a copy of the constitution if your organisation has one
- Charities - please supply your charity registration number
- Quotations - we require where possible a minimum of 2 quotations for equipment purchase and 3 for any building work

The application process

Applications are initially considered at our next monthly council meeting which usually meets on the second Thursday of each month. **Applicants are required to attend the meeting at which their application will be considered, to explain their application.** The Council will then consider the application when the applicant has left the room.

The applicant will be notified of the decision the next day.

What happens next?

If your application is successful we will make payment by cheque in the name of the organisation. We do not issue cheques to individuals.

We will require copies of receipts for the purchases to the value of the grant awarded and a report on how the funding has been used, within 3 months (This can be extended by discussion)

The contribution from the Parish Council should be acknowledged in any relevant advertising relating to the project/event and your group will also be required to submit an article about your activities for our Newsletter.

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Application for Grant Funding

1. NAME & ADDRESS OF ORGANISATION

2. ABOUT YOUR ORGANISATION

What services do you provide?	
Who benefits from your activities?(eg ages, ethnic groups, adults/children etc)	
How many people in our parish will benefit ?	
How is your organisation managed (eg voluntary committee, privately owned)	
Number of volunteers	Number of employees
What is your main source of income?	
Have you any other sources of income?	
Have you applied for any other grants? (please specify)	

3. FUNDING REQUIRED

Please give full details of your funding requirement (eg set up costs, capital purchase new project etc)

How much funding is required?

When would funds be required?

Please provide as much information as possible about your project (including examples, photos and/or quotations). Continue on a separate sheet if necessary

4. ADDITIONAL INFORMATION

PLEASE PROVIDE ANY FURTHER DETAILS WHICH YOU FEEL MAY SUPPORT YOUR APPLICATION:

I certify that the facts provided on this application are correct to the best of my knowledge.

SIGNED

FOR OFFICE USE: