



TANKE
PARISH C

Grant Awarding Policy and Application Form

Adopted at Ordinary Parish Council Meeting
of 28th October 2024
by Minute 261

To be Reviewed
October 2025



TANKE PARISH C

Grant Awarding Policy

Guidance Notes

Aims of Tankersley Parish Council Grant Awarding Policy

The aim of the Parish Council's Grant Awarding Policy is to promote an active and thriving community in Tankersley Parish.

The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisations and individuals, in appropriate circumstances, working for the benefit of Tankersley parishioners, with the intention of improving the range of services and activities in the Parish.

Applications for Grants from the Parish Council should be submitted to the Clerk at least eight (8) working days before the date of the Ordinary Parish Council Meeting. Meeting Dates are available from the Parish Council's website:- www.tankersleypc.org or can be found out by contacting the Clerk at clerk@tankersleypc.org

Once submitted to the Parish Council, all applications will be scrutinised by the Clerk using a points based assessment system to assist Members in reaching their decision.

Who Can Apply for a Grant?

Below are examples of the types of organisations to which the Parish Council may give grants

- Charitable Organisations
- Community Interest Companies
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Environmental organisations
- Advice Organisations
- Organisations assisting the Disabled
- Individuals in appropriate circumstances

The Parish Council may also provide start-up grants for new organisations as well as grants to existing organisations.

To be eligible to be considered for a grant from the Parish Council the organisation must be based in Tankersley or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Tankersley and how it does so.

What Can Grants Be Used For?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity

How Much Grant is Available?

Except where the Parish Council in full council decides to exercise its discretion the Parish Council will only consider one application from any group or organisation in any financial year.

The Parish Council will maintain a register of successful applicants to prevent multiple awards each year.

The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants.

The maximum grant available is £500. The annual grants budget is limited and the amount requested will often exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

As the purposes of this Grant Awarding Policy is to support projects that will benefit Tankersley parish residents, there are some cases where we are not able to provide grants, including:

- general appeals (e.g. national/international disasters);
- national organisations without a locally based group;
- individuals applying for sponsorship on behalf of another cause
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

How do I Apply for a Grant from the Parish Council?

Applicants are required to supply:-

A completed application form available from the Clerk or it may be downloaded from the Parish Councils website www.tankersleypc.org

The application form should be accompanied by the documentation requested below:-

- where appropriate, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also an organisational structure and bank account details);
- where appropriate, the latest bank statement
- a statement in support of your request (including photographs and plans if applicable);
- where appropriate, a copy of your organisation's constitution.
- If applying under the 'Young person' category, a supporting letter from the head teacher of your school or college.

If the applicant is an organisation, the organisation should usually have a bank account in its own name.

The Parish Council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this Policy.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days before the meeting of the Ordinary Parish Council.

Applications received after that date will be carried forward to the next meeting.

Applications will be Considered Under One of the Following Categories

Older People (50 and over)

To maximise opportunities for independent living and to provide support and assistance when deemed appropriate

Young People (0 – 25)

To support a wide range of activities to empower young people and meet their social, educational or leisure needs

Arts and Culture

To support community involvement in local arts and cultural activities including traditional crafts and to promote cultural services which benefit the Parish of Tankersley and enrich and promote its heritage resources and local history.

Sports, Active Leisure and Recreation

To support community participation in local sports and leisure activities to enable clubs to develop and improve the infrastructure of sports and active leisure activities.

Carbon Neutral

To support projects that promote active and sustainable travel, encourage tree planting, building or improving a community garden or green space, reducing food miles, creating and improving open spaces, support a 'reduce, repair, reuse and recycle' approach, or other ideas that contribute to becoming carbon neutral and achieve the aim of being carbon neutral by 2045.

Enhancing the Environment of Tankersley

To improve the environment of Tankersley, safeguard and enrich its bio- diversity and to sustain community life. (e.g. nature conservation, recycling).

Charitable and Advice Organisations

Organisation who offer advice free of charge and charitable organisations that are of benefit to the residents of Tankersley Parish.

Organisations assisting the Disabled and People with Special Needs

Organisations that offer support and assistance to the residents of Tankersley who are disabled and/or have special needs and their families/carers.

The Parish Council's Grant Awarding Policy cannot be used to support

- costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- salary or routine administration costs
- individuals
- hospitality.

Applicants for Grants from the Parish Council should be aware:-

- if the project is relying on funding from the Parish Council, it should not be started until the award of a Grant or Donation has been confirmed in writing by the Clerk.
- If a project has already started, it cannot be funded through this scheme;
- Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made. To support the grant the Parish Council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required. If the Parish Council determines that the monies have not been used properly or a report is not provided then the Parish Council may require the funds to be returned.
- Awards for funding which are not for projects within the current financial year will be considered on a case by case basis.

- The Parish Council's decision will be final.

Who can I contact for more information or advice?

If you have any questions, require further information or would like help filling in the form please contact the Clerk. Contact details are available from the Parish Council Notice Boards and website.

Email: clerk@tankersleypc.org

GRANT APPLICATIONS ARE ASSESSED ON THE FOLLOWING CRITERIA

General Criteria

- 1. Have public appeal or particular appeal to local residents and increases/ encourages community engagement.
- 2. Free access and accessible by all sections of the community.
- 3. Assist local projects.
- 4. Where the benefit remains in the community.
- 5. Which add to or improve existing facilities.
- 6. Which offer partnership with other organisations.
- 7. A well justified Statement in support of the application. (including photographs and plans if applicable).
- 8. Copy of the organisation's constitution

Financial Criteria for Application

- 1. The grant support will make a real difference to the proposal
- 2. Evidence of efforts to generate income from other sources
- 3. Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation
- 4. The organisation should have a bank account in its own name
- 5. A signed statement to say the organisation has read and agreed to the terms of the Parish Council's requirements set out in this Policy

Score Rating /13

Conditions of Grant Support

- 1. Clear indication of aims
- 2. Proof of how the money was spent
- 3. Proof of fulfilling the Parish Council's policy criteria
- 4. If the project is relying on funding from Tankersley Parish Council, it should not be started until an offer letter has been received



TANKE PARISH C

GRANT APPLICATION FORM

Name of Organisation							
Correspondence Address of organisation							
Name of person making this application							
Address of person making this application							
Email							
Tel No							
Preferred Method of contact tick appropriate box	<table border="1"> <tr> <td>Tel:</td> <td></td> <td>E-Mail:</td> <td></td> <td>Post:</td> <td></td> </tr> </table>	Tel:		E-Mail:		Post:	
Tel:		E-Mail:		Post:			

When was your organisation formed?	
What does your organisation do? If appropriate please use separate sheets	
Is your organisation a charity? If yes please give details of how it is constituted, and if appropriate its registered charity number	
Is your organisation part of, or affiliated to, any national organisation?	
Is your organisation a Community Interest Company?	

Under which category would you like your application to be considered?

Older People		Young People	
Arts and Culture		Sports, Active Leisure and Recreation	
Enhancing the Environment of Tankersley		Carbon Neutral	
Charitable and Advice Organisations		Organisations assisting the Disabled and People with Special Needs	

What is the identified need for your proposal?

Please include a brief statement in relation to the environmental impact of your proposal.

When do you intend your project to start?

How will you measure the success of your project?

<p>How much grant funding are you requesting from the Parish Council? (The Parish Council cannot make a determination if the amount is not indicated)</p>	
<p>What is the total cost of the project for which you are seeking a grant? (Please include budget)</p>	
<p>If you are not applying for the full amount, please specify where the remaining funds will come from:</p>	
<p>Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? *YES/NO</p>	
<p>If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.</p>	

Organisation	Purpose	Successful/Unsuccessful (if money is not yet received but promised please include)	Amount Received

Please give details of your organisation's own fund raising efforts:

Please add any supplementary information to support your application
(Additional literature, leaflets or recent annual reports may be enclosed with the application)

Have you previously received, or applied for a grant from Tankersley Parish Council? YES/NO

If YES please give details of amount(s) and year(s) and purpose:

Where did you learn you could apply for a Parish Council grant?

Noticeboard		Website	
Press		Minutes	

Other

(please specify)

DECLARATION

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding issued by Tankersley Parish Council and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

Tankersley Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that:

Tankersley Parish Council reserves the right to request additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Tankersley Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

The application form and supporting information will be copied and issued to members of Tankersley Parish Council at an Ordinary Parish Council meeting. The request for funding will be placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Tankersley Parish Council in accordance with the Data Protection Act and the Parish Council's policies.

Name Signed

Position Date

PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application.

1. Where appropriate, a copy of your organisation's **CONSTITUTION**.
2. Where appropriate, copies of your organisation's AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS and balance sheet, together with up to date **STATEMENTS** of all current and investment account balances held by the organisation.
3. In the case of a newly formed organisation, a **BUDGET and BUSINESS PLAN** should normally be submitted.
4. Where an individual is making a claim under the 'Young person' heading, a supporting letter from the head teacher of the school or college attended.

The Parish Council is committed to operating within an equal opportunities framework



TANKE PARISH C

APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

- Yes/No Have you completed **ALL** sections of the form?
(If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).
- Yes/No If applicable, does your application set out how your Organisation meets the requirements of the 'eligibility criteria?'
- Yes/No If applicable, have you enclosed your Organisation's latest set of accounts and constitution?
- Yes/No Have you signed the statement on the last page of your application form to certify that all the details are correct?

Please return your application form with the documents as listed as soon as possible and **NO LATER THAN 8 WORKING DAYS BEFORE THE NEXT MEETING OF THE ORDINARY PARISH COUNCIL MEETING.**

When completed, this form together with supporting documents should be sent to the Clerk

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.