



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Adopted by the Parish Council on Tuesday 18th June 2024

Policy for the awarding of grants

Set out below are the aims and conditions of grant aid to local organisations by Appleton Parish Council

Who can apply?	Voluntary and community groups and organisations within the parish of Appleton and/or benefit residents of Appleton.
What can it be used for?	• To benefit the Parish as a whole or a significant number of residents. • To enable local people to participate in voluntary groups and activities • To help voluntary and community groups benefit community life. • To ensure the provision of services, needed by the Appleton residents, via the voluntary sector • To support organisations which meet the needs of people experiencing social and economic difficulties. • To ensure that there is equality of access for all residents to the services the applicant provides. • To improve or enhance the local environment.
What/who is excluded from applying to the grant scheme?	• Organisations that do not provide a service to the community of Appleton. • General national appeals or charities • Statutory organisations • Political groups or activities promoting political beliefs • Religious groups or the promotion of religious beliefs unless for the purposes of maintaining buildings or items which are part of the local heritage.

	• Arts & sports projects with no community or charitable element. • Retrospective applications
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How often can the same organisation apply?	• Not more than once for the same project or activity in the same year
General principles	• Assistance will be given on the basis of need, merit, contribution to the local community and availability of funds • Applicants must clearly show how any assistance given will benefit the people or the environment in the parish. • There can be no presumption that funding will continue on a year to year basis, nor that making an application means any grant will be made.
General points	• Upon completion of the project the Council requires a written statement of how the grant was used. • Applications demonstrating support from other organisations will be more likely to succeed • Where applicable the Council should be given credit for supporting the project. • Payments can only be made to organisations or partnerships not to individuals. • The Parish Council requires copies of the following; • Copies of the last accounts which have been audited (if the accounts require auditing) • Copies of the last three months of bank statements for all the accounts that the organisation holds. Please note that additional information may also be required. • Unspent monies must be returned to the Council.

	• All information and supporting documentation will be circulated to all members of the Parish Council.
Process	Any organisation can apply for a grant by completion of this application form. Once all the supporting documentation has been supplied all grants received will be considered four times a year in June (closing date 15th May), September, (closing date 15th August), December (closing date 15th November) and March (closing date 15th February) unless there are exceptional circumstances. To determine what is an exceptional circumstance, any grant applications received will be advised to the Finance and General Purposes Committee monthly. If considered an exceptional circumstance, a decision will be made the following month. All grant applications received (with the supporting documentation) will be considered by the Finance and General Purposes Committee for them to make a recommendation or to request further information before consideration by the Parish Council.

Appleton Parish Council

Grants Application Form

Project title:			
Organisation's Name:			
Applicant's Name:			
Address:			
Telephone	Mobile	e-mail	
Estimated cost of project:			
Description	Materials	Labour	Total
Sub-total			
VAT (if applicable)			
TOTAL			£

Details of contributions from other organisations?	£
Total amount of grant applied for	£

Project Description:

Please set out what your project aims and objectives are as clearly as possible – you may continue on a separate sheet if necessary

Please supply a copy of your Audited accounts and copies of the last three months of bank statements for all the accounts that the organisation holds.

Please note that additional information may also be required.

Signed on behalf of the applying organisation:	
Dated:	Position:
<i>When you have read the attached policy and completed the Application Form please return it to the Clerk to the Council, Appleton Parish Council, Appleton Parish Hall, Dudlow Green Road, Appleton WA4 5EQ</i>	