

CHALFORD PARISH COUNCIL

SMALL GRANT SCHEME

Chalford Parish Council operates a small grants scheme to support the activities of local community organisations. Applications for grants are considered once a year, usually at a Finance and Management Committee Meeting in February.

The definition of a small grant will typically be £200. Grants for sums of over £1000 will only be given in exceptional circumstances.

Award Criteria

The Council will judge applications against the following criteria.

- The purpose of the grant.
- Who will benefit?
- Why is the grant important?

To apply for a grant

1. Notices, inviting applications and advising the deadline for applications, will be displayed on all Parish noticeboards and on the Parish Council's communication media in November. Inserts will also be placed in newsletters at the same time.
2. All applications must be received by the Clerk of the Council on or before the closing date. No late applications will be considered.
3. Applications must be accompanied by a copy of the latest audited accounts and/or a statement of income and expenditure
4. All organisations will be advised of the Finance and Management Committee's decision in writing.
5. Grant awards are normally presented at the Annual Parish Meeting in April/May and the applicant is invited and expected to attend to receive the award.

Rules and procedures

6. The Finance and Management Committee will review the grant applications and make a recommendation to the full Council for final decision.
7. The grant must be for the benefit of parishioners in Chalford Parish and for a specific purpose. The organisation making the application should be a charity or not for profit

organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.)

8. Grants will not be awarded to commercial organisations.
9. Appropriate steps may be taken to establish the authenticity of the applicant (e.g. taking up references).
10. The amount is payable from the agreed budget according to the powers available to the Council.
11. Start-up grants. The organisation must make a good case and raise equivalent funds themselves.
12. Emergency grants. The Finance and Management committee will consider such applications as and when they arise and if felt necessary will take the funds from the General Fund.
13. Cheques/bank transfers can only be payable/made to the organisation making the application and not to individuals.
14. During the year, following receipt of the grant, the recipient to provide proof of expenditure for which the award was made.

Have you filled in the small grant application form?	Yes/No
If you were awarded a grant last year have you filled in the small grant monitoring form?	Yes/No
Have you included a copy of your latest audited accounts and/or statement of income and expenditure?	Yes/No