



APPLICATION FOR GRANT 22/23

Thank you for your interest in applying for grant funding from Sherburn in Elmet Parish Council.

Please read this grant awarding policy before completing the application form

If you require advice or guidance, please contact Sherburn in Elmet Parish Council: clerk@sherburninemet-pc.gov.uk

To be eligible for funding, organisations must:

- Have a written governing document (constitution, memorandum, article of association or trust deed).
- Have at least three members on your management committee/Board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities or specific groups
- Have an appropriate safeguarding policy – if working with children /young people / vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service you provide is needed by the community and has community support.

Grant funding will only be made to community and voluntary organisations for the benefit of the area covered by Sherburn in Elmet Parish Council (SEPC), which will contribute positively to this area. SEPC will only provide funding to assist organisations which are not based in the area, pro-rata for local residents using that service.

The Council welcomes applications that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.

Grants will not be made to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e. local groups whose fund raising is sent to central HQ for redistribution.

- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by a Health Authority or Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Any expenditure incurred or committed before we confirm our grant.
- Loans or interest payments.

Grant Funding for revenue costs:

- Grants will not normally be made for ongoing revenue costs.
- If an application is for revenue costs, applicants must provide plans for future running costs from other sources. If grants for revenue costs are made no guarantee of future funding is implied.
- For the financial year 22/23 only, the Council will consider funding running costs where the application clearly details how the need for funding has arisen from the Covid-19 pandemic. The Council will not consider applications for running costs that cover staff salaries or rent.

What can the grant be used for?

- Funding for a new project, setting up a new group or local forum.
- Funding for capital items that will help your organisation e.g. equipment.
- Events, training and/or capacity building.

What is required for the funding application to be considered?

Attendance by a representative from the Organisation at a meeting of the SEPC Finance and Governance Committee meeting at which the application is to be considered (to provide any additional information and respond to any queries related to the application).

The Council will **ONLY** consider an application if it is accompanied by the required documentation:

- Completed SEPC grant funding application form
- Last 3 months bank statements
- Audit accounts for previous financial year
- Constitution/Trust deed, etc

Please note:

The Council will only provide one grant per group / organisation in each financial year, unless clear, exceptional circumstances are demonstrated.

Where requested by the Council, grants may only be paid following receipt of appropriate invoices.

If funding is awarded:

SEPC requires an agreement form completed prior to the funds being released.

It is expected that funds will be spent within six months of issue.

A SEPC Grant Evaluation Form **MUST** be completed within six months from date of issue. Evidence must include receipts and photos. In exceptional circumstances the deadline for spending the grant may be extended to 12 months but only after providing a written explanation to SEPC Finance and Governance Committee.

Should evidence not be received the Council will request the return of the funds.