



### Parish Clerk;

King George V Playing Fields Pavilion  
Front Street, Framwellgate Moor, Durham, DH1 5BL

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## **Framwellgate Moor Parish Council Grant Awarding Policy and Application Form**

### **Policy Statement**

A grant or subsidy is any payment made by Framwellgate Moor Parish Council (hereinafter referred to as FMPC) to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by FMPC. The purpose of any grant or subsidy given by FMPC is to support initiatives in the local community and to help create opportunities for the residents of Framwellgate Moor parish that are not, as a matter of course, funded by FMPC.

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service, • Enhancing the quality of life, • Improving the environment,
- promoting the Parish of Framwellgate Moor in a positive way.

### **The Parish Council will NOT award grants to:-**

• Private individuals, • Commercial organisations, • Purposes for which there is a statutory duty upon other local or central government departments to fund or provide, • "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution. • Political parties, • Religious organisations: unless for a purpose which does not discriminate on grounds of belief This list is not exclusive, and may be added to at the council's discretion.

### **Guidelines for Grant Applications**

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Framwellgate Moor parish. All applications must clearly demonstrate how this will be achieved.
2. Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts where available. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.



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3. Grant applications cannot be made retrospectively.
4. The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
7. FMPC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
8. Schools will only be grant aided for environmental purposes or if, in the opinion of FMPC, their application is for the benefit of the wider community.
9. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
10. It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of FMPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to FMPC by the end of the financial year in which it was awarded.
11. Although FMPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
12. FMPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
13. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.



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14. The size of any grant awarded is at the sole discretion of FMPC.
15. FMPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
16. FMPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of FMPC.
17. Only one application for a grant will be considered from any organisation in any one financial year.
18. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

## **Application Procedure**

Organisations requesting financial assistance are required to submit

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the Framwellgate Moor Parish Area
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy, or give details of their own policy
- Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to regular 'report back' to Framwellgate Moor Parish Council as to progress and/or community benefit

## **Successful Applications**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Framwellgate Moor Parish Council.



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Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

### **Assessment Procedure**

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council.

Each application will be assessed on its own merits.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

***The Parish Council have adopted the General Power of Competence***

***Reviewed October 2020 and will be reviewed annually in October***



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## GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been independently checked or audited.

Name of group/organisation	
Name on bank account (for cheque payments)	
Bank Sort Code Account number (payment will be made by BACS where possible)	
Is your organisation a Registered Charity	
If yes, Charity Number	
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address.	



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Brief description of group and its aims	
Brief description of project for which you are making this application	
If this application is for a Grant of money, state how much.	
If this application is for the donation of goods purchased by the Parish Council, please describe. Please provide supporting quotations	
What is the total cost of this project? Please provide details of how this figure is built up	



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Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Number of members in the Group	
Number of members resident in the parish	
Total spent by the group in the last twelve months	
Total received by the group in the last twelve months	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations (please state)	
When are funds required?	



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