

Grant Awarding Policy and
Application Form
Adopted April 2016



Chaddesley Corbett Parish Council (CCPC) will consider applications for grants from voluntary groups or charitable organisations which operate within the parish or within 3 miles of its boundary. Applications should be submitted on the attached Application Form.

Each year a sum of money is included in the annual budget to cover grant applications and this is allocated on a first come first served basis. When the money has been spent, no further applications will be considered until the next financial year. The financial year runs from April to March.

1. **Applications should address one or more of the following:**
 - 1.1 Create safer and stronger communities.
 - 1.2 Enable employment opportunities and access to employment
 - 1.3 Encourage and develop healthy and active lifestyles.
 - 1.4 Improve the quality and cleanliness of our environment.
 - 1.5 Promote and develop decent and affordable housing.
 - 1.6 Improve sport and leisure provision and usage.
 - 1.7 Minimise waste and maximise recycling.
 - 1.8 Improve the health and safety of residents.

2. **To qualify for a grant, an application must address one or more of the priorities listed in item 1 above, and meet several of the following criteria:**
 - 2.1 It is of direct benefit to the Parish or its residents.
 - 2.2 It is from a Parish based organisation or resident on the electoral roll.
 - 2.3 The project will enhance the area and offer improvements to the Parish or its inhabitants.
 - 2.4 The project attracts match funding.
 - 2.5 The applicant has demonstrated that there is a clear community need for the project.

3. **To qualify for a grant, the applicant must demonstrate that:**
 - 3.1 The applicant does not hold sufficient/excess reserves and/or no access to borrowing facilities.
 - 3.2 The applicant supports equal opportunities.
 - 3.3 Other sources of income/funding have been investigated, and have either been denied or are insufficient to fully fund the project.

3. **The Parish Council will not normally support:**
 - 3.1 A request which is made for more than one year.
 - 3.2 Where such a donation may replace fund-raising activities.
 - 3.3 National or local organisations where there is no specific or perceived benefit directly to the parish or its parishioners.
 - 3.4 General and indeterminate fund raising.
 - 3.5 Applications from Political organisations.
 - 3.6 Repairs or improvements to buildings used primarily for faith or educational purposes.

4. **Applicants must be able to:**
 - 4.1 Provide estimated overall costs of the project or activity for which the grant is required.
 - 4.2 An explanation of how and when the grant is to be spent.
 - 4.3 Where appropriate, submit a copy of their latest accounts.
 - 4.4 Submit a report to the Parish Council on how the grant has been spent on conclusion of the project.