

Itchen Stoke & Ovington Parish Council

Grant Awarding Policy & Procedure

The Parish Council may award small grants, normally not exceeding £100, to voluntary, non profit making organisations only, for activities which must be open to and beneficial to, all of the residents of the Parish. Please note that the Council may not have the power to make a grant in some circumstances.

Applications may be considered by community associations, cultural groups, educational associations (not including schools), sporting, leisure and Guiding/Scouting groups from within the Parish and local branches of charitable organisations directly benefiting the Parish. You will be asked to demonstrate that your organisation is properly and legally organised and has its own bank account. The following supporting documentation will be required; an audited set of accounts for the previous financial year, minutes of the last Annual General Meeting and a copy of your organisation's current rules or constitution.

Applications will not be accepted from individual residents or commercial organisations, Political Parties or lobbying groups or associations. If you are in any doubt about your eligibility to apply to the Council for a grant, please contact the Clerk in the first instance.

If your voluntary organisation wishes to apply for a grant, they are considered annually at the Annual Meeting held in May. The deadline for completed application forms will be three weeks prior to the published date of the Quarterly Meeting, in order to allow time for the Clerk to review all applications prior to the meeting and settle any outstanding issues that may arise beforehand. Applicants may be required to attend the meeting to answer any queries Councillors may have in person. All eligible grants will be considered subject to the annual budgeted limit, however should there be more applications than the Council has budgeted for, grants will be lowered to ensure that all those eligible are in receipt of a lesser amount.

Grants in excess of £100 will not normally be awarded, except in exceptional circumstances and may constitute only 50% of the project value. Requests for a grant over £100 should be applied for by 1st November, so that it can be considered by the Council when preparing the annual budget.¹

Payment of the grant will only be upon production of invoices or receipts. These must be addressed to the organisation (not an individual within the organisation) and dated after the date of approval.

Please complete the application form below and return to:

The Clerk: Sara Sawyer, Itchen Stoke & Ovington Parish Council
252 Calmore Road, Southampton. SO40 2RB

If you have any queries please contact the Clerk either via:
Email: clerk@itchenstokeandovington-pc.gov.uk or Tel: 07919 664160

¹ Recipients of grants exceeding £100.00 will be required to provide the Clerk to the Council with a full report and audited set of accounts identifying the expenditure. The public will have the right to inspect this document under the Local Government Act 1972 Section 228.

Itchen Stoke & Ovington Parish Council

Grant Award Application Form

Name of Organisation:	Office Use / Criteria Met
Main Contact for Correspondence:	
Address of Organisation	
Payee for Cheque: _____ Tel: _____	
Website: _____ Email: _____	
*Bank : _____ *Sort Code: _____ *Account No: _____	
How many Members are there in your Organisation:	
Registered Charity No if Applicable:	
Please describe your Organisation in 20 words:	
Please indicate if your Organisation involves working with children or vulnerable adults: Yes/No Are all Members CRB checked upon entry: Yes/No	
Please describe your project in 20 words:	
What exactly will the grant funding pay for if successful:	
Estimated Expenditure of the total project: £	
How much grant funding are you seeking from the Parish Council: £	
How will you fund the balance of the project:	
Have you applied to another organisation for a grant for this project:	
Do you have an Equal Opportunities Policy:	
Who will benefit from your project please tick all that apply: Under 18s 18-30 yrs 30-65 yrs 65 and over Families Black & ethnic minorities Disabled Unemployed Single Parents Carers	
How many have benefited from your organisation in the last 12 months, within this Parish and in what way:	
*Please enclose a set of Annual Accounts for your Organisation.	
*Please enclose quotations for the project, work or equipment.	
*Data Protection: The confidential information you have provided in your application will not be published or disclosed to a third party, however the name of the organisation and details of the project may be published in Council documents.	

Please return this form signed (original only) along with accompanying documents to;

The Clerk, Itchen Stoke and Ovington Parish Council, 252 Calmore Road, Southampton.
SO40 2RB