



Starston Parish Council

Grant Awarding Policy

Overview

Starston Parish Council (“The Council”) will consider on a case by case basis applications from village organisations for grants or funding.

Process

The grant application is sent to the Parish Clerk for inclusion on the next meeting’s formal agenda.

The Council meeting will consider Grant applications during a formal Council meeting.

Applications should be made by completing the Grants Award Application Form. For established organisations, a copy of the latest set of annual accounts available will be required. For new organisations, evidence of a planned budget will be required. Applications are accepted at any time of the year but are usually considered at the MARCH meeting of the Parish Council. Applicants are usually informed within two weeks of the meeting of the Council’s decision and grant money will usually be paid within a month of the decision.

If an application is approved:

- the Council will arrange a Bank Transfer for the sum agreed
- the Clerk will record the transaction in the Council finances
- the Clerk will write to the applicant confirming the Bacs amount and the “conditions” section below
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

Eligibility

Any Charity, Voluntary Group or Community Organisation. They must operate within the Parish and/or provide benefit to the local community, with the following provisos:

- must not be for an activity / organisation which is the responsibility of a Statutory Authority.
- applications from schools for an activity that takes place within the school day will not be considered.
- the Parish Council will not fund activities outside its powers and functions.
- applications for general fund raising will not normally be considered.
- groups operating outside the parish boundary will not normally be considered.



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- grants are not awarded to individuals.

Award Conditions

1. Grant recipients will undertake to report to the Annual Parish Meeting (verbally or in writing) how the grant was used.
2. Additional similar applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. The award must be returned to the Council if it cannot be used for the stated purpose.
5. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

Promotion

1. The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.



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Grants for the benefit of the people of Starston Parish

Please read the Grant Awards Policy prior to completing this form

Please email this application form to the Clerk to Starston Parish Council at:

starstonparishcouncil@yahoo.co.uk

Section 1: Organisation	
Date of Submission:	
Organisation:	
Primary contact name:	
Position (within applicant organisation):	
Contact address including postcode:	
Telephone Contact:	
Email Address:	
Section 2: Details of organisation	
Brief description of your organisation's aims:	
How long has it been in existence?	
Is it run by a committee?	
If yes, how many committee members?	
If not, what are the restrictions?	
Can anyone join?	
How often do you meet?	
How many members do you have?	
Where are your meetings held?	
What percentage of members live in Starston Parish?	
Section 3: Organisation's purpose	



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<p>Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please give an idea of the activities you wish to undertake:</p>	
<p>Describe how the local community, in particular residents of Starston Parish, benefit from your organisation:</p>	
<p>Section 4: Grant request</p>	
<p>Amount of Grant requested:</p>	
<p>Please give details of what you wish to use the grant award for:</p>	
<p>Have you received or applied for funding from any other source for this project/purpose? Give details:</p>	
<p>Do you receive funding from other sources and if so from where?</p>	
<p>Section 5: Financial details</p>	
<p>If you have previously received a grant from Starston Parish Council in the past 3 years please give details:</p>	
<p>Section 6: Supporting information</p>	
<p>I have read and agree to your terms and policies I have enclosed the following supporting material: Please tick the following:</p>	
<p>A constitution or set of rules by which my organisation runs</p>	
<p>The latest set of annual accounts</p>	
<p>Copy of a bank statement not less than 3 months' old*</p>	
<p>Any other supporting information</p>	
<p>If you are a new organisation, please include evidence of a planned budget.</p>	
<p>Section 7: Policy & declaration</p>	
<p>I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you</p>	



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may ask for additional information at any stage of the application process.	
Signature:	
Position in organisation:	
Name of signatory:	
Date:	
<i>Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years age or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.</i>	
If a grant is awarded, your organisation can be paid by electronic transfer – please provide your bank details.	

This Grant Awarding Policy was approved at a meeting of Starston Parish Council

On 19th May 2025

Signed

Position on the Council – Chair

Date of next review – May 2028