

TUTBURY PARISH COUNCIL

Clerk:
Karen Duffill

9 PINFOLD CLOSE TUTBURY
BURTON UPON TRENT
STAFFORDSHIRE

Telephone:
07486 406045

clerk@tutbury.staffslc.gov.uk
WWW.tutburyparishcouncil.co.uk

GRANT AWARDING POLICY

Aim of the grant policy.

Tutbury Parish Council's grants policy aims to offer financial assistance to local community groups and organisations that will benefit the parishioners of Tutbury.

To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.

Grant applications will be dealt with at a meeting of the Parish Council which is quorate. Grant applications and supporting documentation should be received 7 days before a parish council meeting. Meetings are usually held every third Monday of the month. Check the website for meeting dates.

If the council seek additional information when evaluating the grant application, you will be kept informed of the application after each monthly meeting.

Who can apply for a grant?

Grants are awarded to organisations not individuals who will;

Offer information, advice or education.

Provide the opportunity to engage in sporting and recreation activities.

Offer the opportunity to participate in outings or trips

Provide community events and celebrations.

Can assist the less able or disadvantaged residents of Tutbury.

Develop a project that will be of benefit to Tutbury and beyond.

Raise the profile of Tutbury.

Offer new opportunities, services and activities in the village of Tutbury.

Eligibility:

Organisations should have their own bank account and audited accounts. Can provide evidence of their constitution through meeting minutes, bank statements or other relevant documentation.

Grants can only be awarded that fall within the Parish Council's budget and within their legal powers to spend.

Grants are awarded that will benefit the residents of Tutbury and are not available for;

General appeals for national disasters

National Organisations without a locally based group

Individuals/ or for sponsoring individuals

Projects with political links

Projects that discriminate, all applicants should ensure that they offer equal opportunities to participate.

Services that should be provided by statutory funding by principal authorities

Running costs of existing organisations.

Businesses and profitmaking organisations.

How do I apply?

Only one grant application can be made in each financial year.

Complete the application form and provide documentary evidence of the organisations bank account, accounts and organisation structure.

Please note: Grants may not be awarded for the full amount requested.

Tutbury Parish Council request that their support is publicised where possible and would like to be informed on the outcome of the financial award. Details of grants awarded will be listed in the council's annual report.

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GRANT APPLICATION FORM

- 1) Name of organisation applying for a grant.....
.....

- 2) Contact.....position.....
- 3) Address.....
.....
.....
- 4) Phone: daytime/evening.....Email.....
- 5) Purpose of grant (continue a separate sheet if necessary)
.....
.....
.....
.....
.....
.....
.....

6) Please tick all categories that apply to your application.

Young People		Older People	
Arts and Culture		Charitable advice, guidance or education	
Enhancing the environment		Raising the profile of Tutbury	
Community event or celebration		Sporting or recreation activities	
Improving/ Developing activities or services in the village		Assisting less able or disadvantaged groups	

7) Start and finish dates for the project.....

8) Amount of Parish Council grant applied for £.....

9) Contribution of the organisation £.....

10) Approximately how many of those who will benefit are Tutbury parishioners?

Age Group	In Tutbury	Outside of Tutbury
0-12		
12-18		
19-50		
50 and over		
All ages		
Specify minority group		
Total		

11) Name of organisation to which any cheque should be payable to.....

.....

12) Alternative address and contact details if not as in 2, 3, & 4 above

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13) Please tick which documentary evidence is included about your organisation.

Bank statement		Minutes of committee meetings or evidence organisation structure	
Audited accounts or budget		Charity status	
Project plan		Other relevant constitution documents	

14) Signed by the person authorised on behalf of the organisation:

Name.....Signature.....

Position.....Date.....

Please return applications to me at the above address

Yours faithfully

K Duffill

Clerk