

CRANTON PARISH COUNCIL

GRANTS POLICY

(Updated and adopted on 14 October 2019)



Grant Application - Privacy Notice (compliant with GDPR)

Personal information provided to us via our website or directly via email or post for the purpose of submitting a grant application will be used as appropriate to complete a thorough assessment of your proposal. By providing us with your information, including personal data, you will be providing your explicit consent to the collection and retention of any information you provide on our database for grant process. For details refer to the Council's Privacy Notice.

The Council awards grants to help voluntary groups and organisations to provide services and organise activities for local residents.

The grant budget is funded by the precept collected from ratepayers of the parish therefore the Council has the responsibility of ensuring that the grants are used for the direct benefit of the residents, and the benefit is proportionate to the grant.

The Council has no power to give grant to an individual and will not consider applications for promoting commercial or political activities.

The voluntary and community groups must be properly managed with a committee, rules or constitutions.

Each application will be assessed on its own merits by the Council.

HOW TO APPLY

- 1. An invitation to apply for a Parish Council Grant will be advertised at the Council Office during January, February and March of the calendar year in question.** Applications will be considered by the Council at the beginning of the financial year in April and May.
- 2. Grants are not made retrospectively.**
- 3. Application forms are available on request to the Council or downloaded from the Council website at www.cronton.org, and must be submitted to the Council before 31st March of the calendar year in question.**

4. The application must be completed by a responsible member of the group or organisation with the following supporting information/documents:
 - **A clear need for financial support** by providing a description of the project or activity for which a contribution is sought.
 - A quotation for a major item, project or event.
 - Details of other funding applications made for the project or activity.
 - For new organisation, the constitution or at least, the aims and objectives of the organization.
 - The last Annual Report of the organization; **or**
 - Copy of the audited/examined accounts for the last year or a most recent bank statement.

TERMS AND CONDITIONS OF GRANT

1. The recipient group/organisation **must** acknowledge receipt of the grant.
2. The grant **must** be used for the purpose stated in the application and agreed by the Council, otherwise the grant must be returned.
3. For local groups and organisations, the grant **must** be spent within the stated time and a feedback form must be completed and returned with receipts to the Council at 7 Hampton Drive, Cronton, Knowsley WA8 5BZ on completion of the project/event.
4. For regional organisations, an acknowledgement of receipt will suffice.
5. **Non-compliance of the above Terms and Conditions will result in future grant applications not being considered by the Council.**