

# SITLINGTON PARISH COUNCIL



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## **TERMS AND CONDITIONS FOR GRANT APPLICATIONS**

- [1] Each application to be considered on its merit; the amount of grant will be at the discretion of the Parish Council but will not normally exceed twenty per cent of the approved cost.
- [2] The purpose for which the grant is made must be in the interest of Sitlington or any part of it or all or some of the inhabitants of Sitlington. Sitlington is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants should be commensurate with the expenditure.  
  
Any Group, Club, Organisation etc, must have at least fifty percent of people benefiting from the grant, living within Sitlington Boundary.
- [3] Organisations, Groups, Clubs etc, will be expected to contribute some of their own funds to the project, although a set percentage has not been agreed.
- [4] The Parish Council will endeavour to treat similar projects equitably.
- [5] The committee (The Parish Council) will take into account any previous grant made to the organisation or group when considering a new application.
- [6] At the discretion of the Parish Council any organisation or group with permanent bar facilities in operation may be excluded.
- [7] No grant to be payable to or for any commercial venture for private gain.
- [8] Retrospective applications will not be funded where the expenditure or project has been carried out or the event has taken place.
- [9] The Parish Council cannot give financial assistance to individuals under this scheme.

## **Applications for support for a Commemorative Event or Festival**

- [1] The application must relate to a community event, a festival or special event in commemoration and be held within Sitlington.
- [2] Preferably, the application should be for support for specific identifiable elements of the event or festival, rather than towards general running costs.

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## **Applications for support for Capital Expenditure or Project**

- [1] The application must relate to some specific item of capital expenditure or project and not to any regular item or maintenance or other revenue item, such as utility or staffing cost.

## **Conditions**

- [1] All grants will be conditional upon submission of Audited Accounts, and supporting documentation detailing costs of capital expenditure, project or events for which funding is being sought.
- [2] (a) Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform members how the grant has been expended.  
  
(b) All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.  
  
(c) Acceptance of a grant will be taken as permission for the Parish Council to publish such articles in its newsletter but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.
- [3] If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council within 30 days. If the grant has not been spent within 12 months, it must be repaid within 30 days notification.
- [4] The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- [5] Recognition of the grant from Sitlington Parish Council must be made in any publicity.

## **How will the application be assessed?**

- [1] How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- [2] How effectively the group use the grant.
- [3] Whether the costs are appropriate and realistic.
- [4] What level of contributions has been, or will be, raised locally.

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- [5] Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- [6] How the organisation or group is managed – as indicated in the constitution.