# SITLINGTON PARISH COUNCIL

**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 and will include both capital and revenue projects.

[2]    Any Group, Club or Organisation applying for a grant must demonstrate the benefit of the purpose of the grant to Sitlington or its inhabitants by means of a proposal to the Parish Council.

Sitlington is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants should be commensurate with the expenditure.

All applications will considered with regard to financial stability of the groups.

[3]    Groups, Clubs or organisations will be expected to contribute some of their own funds to the project.

[4]    The Parish Council will endeavour to treat projects equitably.

[5]    The Parish Council will take into account any previous grant made to the group, club or organisation when considering a new application.

[6]    No grant to be payable to or for any commercial venture for private gain.

[7]    Retrospective applications will not be funded.

[8]    The Parish Council cannot give financial assistance to individuals under this scheme

[9]    Groups, clubs or organisations that apply annually will be expected to reserve sufficient funds to become self-sufficient where possible.

**Conditions**

[1]    All grants will be conditional upon submission of formal accounts, and supporting documentation detailing costs of capital expenditure, project or events for which funding is being sought, unless this is a new organisation or venture.

[2]    (a) Applicants for grants from the Parish Council may be required to attend a meeting of the Parish Council to inform members of the purpose of the grant requested.

(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 beneficiary and what it has achieved; and such report may be published on the Parish Council's website.  This report 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 on its website but the group, club or organisation 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

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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 group, club or organisation should supply such information as the Parish Council may request regarding the impact of the grant on the Parish Council's area.

[5]   Recognition of the grant from Sitlington Parish Council must be made in any publicity.

[6]   This council is committed to ensuring the safety of Children, Young People and Vulnerable Adults.

a) Does the project involve work or contact with Children, Young People or Vulnerable Adults in any way?                                                                                           YES / NO

If yes, do you as a minimum -

b) have a member of the organisation with Safeguarding training/experience?         YES / NO

c) have a Safeguarding Policy suitable for both the work you do and for the project this grant will be used for?                                                                                          YES / NO

d) have workers been checked to ensure they are safe to work with Children, Young People or Vulnerable Adults?                                                                              YES / NO

e) Are there any Health and Safety implications in this project?                             YES / NO

f) If yes, has a risk assessment been carried out?                                               YES / NO

g) Does your organisation meet all the above requirements?                                 YES / NO

**How will the Application be assessed?**

Upon receipt of the application it will initially be considered by the Finance Committee and their recommendations put to a full Parish Council meeting.

Grant application criteria reviewed July 2015 Minute 40.1