

# TOLLER PORCORUM PARISH COUNCIL

## **Suggested changes to Grant Awarding policy and application form**

The wording explaining the policy, its purpose and criteria has been reorganised:

- Text that has been reworded is highlighted in **BLUE**
- Text that is new is highlighted in **GREEN**
- Text that is new and/or requires a decision is in ***RED and italics***

The policy starts on the next page.

# TOLLER PORCORUM PARISH COUNCIL

## Toller Porcorum Grant Awarding Policy and application form

v2 10.07.24 | Next review date: July 2025 | Last review date: July 2024

### Purpose

Toller Porcorum Parish Council (TPPC) sets aside a small a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the residents of Toller Porcorum parish.

Grants are limited and are made available to organisations that can demonstrate a need for assistance. The total figure available for grants is agreed by TPPC as part of the budget for each financial year.

To ensure that fair and proper consideration is given to all requests, TPPC requires applicants to abide by the Conditions of this policy and follow the Application Process:

1. Complete a Grant Aid Application Form. This form is at the end of this document, available from the Clerk at Toller Porcorum Parish Council, c/o 3 The Briars, Wool, Wareham, Dorset BH20 6NA or [clerk@tollerporcorumparish.org](mailto:clerk@tollerporcorumparish.org) and on the parish council website: [tollerporcorumparish.org/policies-and-procedures/Grant Awarding policy and application form](http://tollerporcorumparish.org/policies-and-procedures/Grant%20Awarding%20policy%20and%20application%20form).
2. Supply a copy of the organisation's most recent accounts or financial information.
3. Provide bank account details.
4. Supply any additional information the organisation considers will support its application.

If you have any queries about your eligibility for a grant or how to complete the Application Process, please contact the Clerk.

### Who can apply

Applicants must be a charity or not-for profit voluntary or community organisation or provide a community service. Furthermore, organisations must be able to demonstrate that any funding will directly benefit residents or enhance the environment within the parish of Toller Porcorum.

[TPPC does not consider grant applications from national organisations unless a significant and accessible benefit can be proven to exist or be delivered for the residents of Toller Porcorum parish.](#)

Individuals, businesses and political parties are NOT eligible.

### Criteria

Below are some of the criteria applied and questions asked by TPPC when reviewing grant applications:

- How many parish residents benefit or potentially could benefit, from the activity?
- Finances: what is the organisation's financial position and does it have significant reserves? Is the organisation charging its users appropriately?
- Self-help: what has the organisation done to fund the activity itself before applying for a grant from TPPC? Is the organisation actively fundraising as well as applying for a grant?

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- Sustainability: is the organisation sustainable or does it need increasing (in real terms) annual grants to survive?
- Appropriate activities: does the organisation undertake activities that TPPC would not wish to support, regardless of whether a grant application is for such an activity or not?

### Conditions

1. Toller Porcorum Parish Council will provide grants for expenses towards provision of a service, specific projects or purchases of equipment that will directly benefit a significant number of residents of Toller Porcorum parish.
2. Grants awarded by Toller Porcorum Parish Council must be used for the specific purpose for which it is claimed.
3. Toller Porcorum Parish Council reserves the right to reclaim any grant not used for the purpose specified on the Grant Aid Application Form.
4. Grants will not be awarded for money already spent.
5. Applications for grants are accepted throughout the Parish Council's financial year which runs April – March.

6. *Only one application per organisation will be considered within the Parish Council's financial year.*

OR

6. *Only one application per organisation will be considered within the Parish Council's financial year unless exceptional circumstances apply. These circumstances must be clearly explained in the Application Process.*

7. *Applications will be considered by Toller Porcorum Parish Council's Finance Working Group which will make recommendations to Toller Porcorum Parish Council.*

8. *Toller Porcorum Parish Council will consider recommendations made by its Finance Working Group and decide by vote whether to award a grant.*

OR

7. *Applications will be considered by Toller Porcorum Parish Council and a vote held on whether to award a grant.*

9. Applicants will be informed of a decision on their application as soon as possible.
10. Grant payments will be made by BACS/Internet Bank Transfer only.
11. Acknowledgement on receipt of grant amount is required.
12. Toller Porcorum Parish Council reserves the right to advertise that a grant has been made and the Council would ask for due recognition and advertisement for any grant aid awarded.

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## TOLLER PORCORUM PARISH COUNCIL GRANT AID APPLICATION FORM

The information provided on this form will NOT be treated as **confidential as it will be discussed in a public meeting**. The applicant may request confidentiality upon application stating a valid reason. If confidentiality is requested the Council will decide if this can be granted (taking account of the relevant legislation) and inform the applicant accordingly. If confidentiality is not granted the applicant will be asked to confirm whether it wishes to proceed on that basis.

Where the application is successful the Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

**Name of organisation:**

**Title (Mr/Mrs/Ms):**

**First Name:**

**Last Name:**

**Position in organisation:**

**Address including post code:**

**Tel No:**

**Email address:**

**Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details:**

**Purpose/aims and activities of the organisation:**

**Size of organisation/number of members:**

~~Services/activities provided, eligibility criteria and charges made: TO BE REMOVED~~

**Purpose for which the grant is required (please include details on who will benefit from the project or scheme requiring funding):**

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<b>Total cost of the project or scheme requiring funding:</b>
<b>Other fundraising activities including other grant applications:</b>
<b>Amount of grant applied for:</b>
<b>Account of activities over the previous year:</b>
<b>Account of plans for forthcoming year:</b>
<b>If your organisation works with children, young people under the age of 18 or vulnerable adults, does it have appropriate safeguarding and related policies in place?</b>
<b>Additional information (anything you consider relevant or helpful to this application):</b>
<b>Declaration:</b> I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete. I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

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Signed: .....

Date: .....

Return this form to the Clerk of Toller Porcorum Parish Council, c/o 3 The Briars, Wool, Wareham,  
Dorset BH20 6NA or [clerk@tollerporcorumparish.org](mailto:clerk@tollerporcorumparish.org)