

**CLIFFORD PARISH COUNCIL**  
**PARISH GRANT SCHEME**  
**Adopted 20<sup>th</sup> March 2013**

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Clifford. All applications must clearly demonstrate how this will be achieved. The benefit to the area or inhabitants must be commensurate with the expenditure.
2. Applications WILL NOT be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
  - National Charities.
2. The scheme will support both capital and revenue projects.
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply the following accompanying documentation:
  - a. a copy of the most recent audited accounts, including an up to date balance sheet
  - b. a copy of the constitution or rules of the group
  - c. copies of 3 most recent bank statementsThe council reserves the right to request any further information that it deems necessary to assist the decision making process.
5. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
6. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
7. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
8. Retrospective applications (ie for projects already completed) will be allowed. The Council will judge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.
9. The size of any grant awarded is at the sole discretion of the Council.
10. The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the council by the end of the financial year in which it was awarded.
12. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the completion of the project.