



# STOCKTON HEATH PARISH COUNCIL

## A guide to applying for a Grant

Stockton Heath Parish Council allocates money each year to be awarded in grants to organisations for projects or events that will be of benefit to the residents of the Parish. This document is a guide to making your application and explains the process by which grant applications are considered and made.

### **About Grant funding**

Most of the grant funding made by Stockton Heath Parish Council is allowed under Section 137 of the Local Government Act 1972 which empowers the Parish Council to spend some of its money, subject to limits, on purposes that it considers to be "in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its inhabitants." Grants under Section 137 are only available to Groups or Organisations, personal applications for support cannot be considered.

### **Who can apply for funding?**

Voluntary local community not-for-profit groups and organisations; incorporated and unincorporated charities who are local or directly provide services to local people. Groups must have a bank account in the name of the organisation as payments cannot be made to named individuals.

### **Who cannot apply for funding?**

Organisations that do not provide a service to the community of Stockton Heath

General national appeals or charities

Statutory organisations

Political groups or groups who are involved in promoting political beliefs

Religious groups or groups who are promoting religious beliefs, unless for the purposes of maintaining buildings or items which are part of the local heritage.

Arts and sports projects with no community or charitable element.

### **What can be funded?**

The purchase of equipment

The staging of an event or project, or funding towards the staging of an event or project, which promotes participation by the whole community, a significant number of the community, or groups within the community who will benefit as a result of having specific needs addressed or services provided.

### **What cannot be funded?**

Any retrospective application

Administrative costs (including staffing costs) of running the group or organisation.

### **How often can an application be made?**

Not more than once a year for the same project or event.

No assumption should be made that the Parish Council will make a similar grant for a similar event in future years.

A separate application will be required for each instance of funding.

## **How can an application be made?**

Applications can be made using the grant application form on the Parish Council website ([www.stocktonheathpc.org.uk](http://www.stocktonheathpc.org.uk)) or by letter or email, to include the information required in the application form.

Applications can be emailed to [clerk@stocktonheathpc.org.uk](mailto:clerk@stocktonheathpc.org.uk) or posted to the Clerk at:

Stockton Heath Parish Council  
The Sandy Lane Centre  
Sandy Lane  
Stockton Heath  
WA4 2AY

On receipt of the completed application form, the Council may request a copy of the current year's accounts for the organisation or group and any supplementary information which may support the application.

## **How is the application considered?**

Applications will be considered by the Planning, Finance & General Purposes Committee, before a final decision by the full council. Meetings take place once a month (except in August) and details can be found on our website at [www.stocktonheathpc.org.uk](http://www.stocktonheathpc.org.uk)

Applicants will be advised of the outcome of their application following the Full Council Meeting.

## **What are the criteria against which an application will be considered?**

The Parish Council will ask the following questions to consider if the group/organisation/event or project will achieve one or more of the following for those who reside in Stockton Heath Parish:

- Will there be benefits for people who are experiencing social disadvantage?
- Will there be opportunities to develop community involvement?
- Will there be an impact on crime and disorder?
- Will services for youth, the elderly or other groups with specific needs be provided?
- Will there be opportunities to provide or improve sporting participation or involvement in cultural activities?
- Will there be a benefit or improvement in the physical environment?
- Will equal opportunities be promoted?
- Will there be opportunities for collaborative working or bringing different agencies together?
- Can the applicant demonstrate that additional funding is available if the project requires funds beyond that provided by the Parish Council?

## **How will the Parish Council inform the applicant of the result of the grant?**

The applicant will be notified by email or letter of the Parish Council's decision and reasons for the outcome following consideration of the application. The Parish Council's decision is final and no appeal by the applicant will be considered.

## **What happens after the grant has been awarded?**

Payments of grant monies will be made by cheque, payable to the group or organisation.

Organisations and groups receiving grants are requested to acknowledge receipt of the monies by email or post.

Organisations and groups are asked to provide a short report of how monies were used within 12 months of receiving a grant.

Where appropriate, organisations and groups should make mention of grant monies provided by Stockton Heath Parish Council in the promotion of their event or project.



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## Application for a Grant

Please complete the form below and email or post it to the contact details given in the accompanying Guide to applying for a grant)

<b>How we can contact you</b>	
Your Name	
Name of organisation you are representing	
Position in organisation	
Postal address	
email	
Telephone number	
<b>What the organisation does</b>	
What are the main aims/activities of the organisation?	
How many people work for or help the organisation?	
How do the residents of Stockton Heath benefit from the organisation's activities? You can refer to the questions we will ask when considering your application that can be found in our Guidance document.	
Is the organisation registered with the Charity Commission?	
Registered Charity Number	
<b>What you would like us to fund</b>	
Please describe your project or event or how you will use funding	
How much will the project or event cost?	
How much funding are you requesting from Stockton Heath Parish Council	
If this is not the full amount, please give details of additional funding from other sources	