

KIRKBURTON PARISH COUNCIL

RULES AND PRINCIPLES OF SMALL GRANT APPLICATIONS

Following meeting of the Council on 6th August 2009, the following rules now apply:

The advertisement will be placed in the Huddersfield Examiner at the beginning of September and also in village magazines, shops, libraries and noticeboards. The advertisement must state that only local organisations based within the Parish area may apply.

The closing date is **30th October 2009**. All applications **must** be received by the Clerk of the Council on or before the closing date. No late applications will be considered. This rule will be strictly adhered to.

Each application **must** be accompanied by a) **the most recent balance sheet, ie a summary of income and expenditure for the previous year (see example); b) a bank statement in the Group's name covering the last three months; and c) the present cash balance. NO GRANT CAN BE CONSIDERED UNLESS ACCOMPANIED BY THE ABOVE DOCUMENTATION. A reminder will be sent by recorded delivery if anything has been omitted, but if there is no response by the date requested then the application will be declined.** In the case of groups sharing a bank account, it should be made clear how much money is available to each individual group. In the case of the grant being given for special items, the Parish Council Chairman and a Ward Member will visit on completion.

Organisations may apply for a grant of up to £250 each year. A larger sum will be considered on condition that the total of all small grants received over three years does not exceed £750. Applications over £750 will not be considered.

It is felt that the Grants Committee should be allowed discretion in considering applications. The following list should be considered as a guideline and is not exhaustive. All applications will be considered on merit:

- Youth Clubs
- Recreation Groups
- Young people's organisations such as Scouts, Guides, Cubs, Brownies, Rainbows, etc
- Gardening Groups
- Amateur Sports Groups - clubs who pay their players will not be eligible
- Carers & Toddlers
- Pre-School Playgroups – if run on a non-profit making basis
- Playschemes
- Church Clocks and Public Clocks – All eligible for a grant once a year at a pre-fixed sum. May be applied for at any time in the year, which runs September to August, with the last opportunity for it to be agreed, being the August Parish Council meeting – applications to be received in writing at least one week before the meeting, which is usually the first Thursday in the month.
- Groups meeting in church premises may be eligible where the membership is open to the community.
- Community Associations – if administered by an independent Committee.

The following groups are not eligible for a grant:

- Churches
- Carnivals
- National charities unless they have a local group within the Parish Council area

Start-Up Grants

To be considered by full Council if the applicant has been going for at least three months and has formed a proper Committee. They must have already raised some funds themselves.

If the above applies, the full Council will consider a grant of no more than £100 in the first year and will check the situation after six months to see how the group is progressing and how the money has been spent.

Emergency Grants

If the Council considers an application as an emergency, it may award up to £750 per organisation in each 12-month period (September to August), which will be taken from the Parish Council's general reserve. The general reserve will be restored to the appropriate level when the budget is next agreed.

Grants Cheques

Cheques can only be made payable to the organisation making the application and not to individuals.

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All recipients of Parish Council grants may be subject to a visit by a small group of Councillors to see how the grant has been administered.

The Clerk is to check all the necessary information entered on the application form, as well as the necessary enclosed bank statements, balance sheets, etc and will send one reminder by recorded delivery if any documents are missing. If there is no response by the date requested then the application will be declined.

Rules will be ratified or amended annually, after each grants meeting in the light of changed circumstances.

Balance Sheet - Example

Name of Organisation
The period covers* to*
(* Insert the dates the accounts cover)

Opening balance £ at (a) Amount to **E** include the total held at the bank and in cash.

Income – The following are examples of income/expenditure, please use your own headings

Subs	X
Donations	
Grant	
Car boot sale	
Cake sale	A
Sponsored walk	

Total: £ (b) **M**

Expenditure

Hire of hall	P
Purchase of kit	
Christmas party	
Refreshments	L
Insurance	
Hire of sports ground	

Total: £..... (c) **E**

Closing balance at (date of end of period)

The closing balance should be the total held at the bank plus any cash.

O

To calculate the closing balance take the opening balance (a) and add to it the total income (b). Then deduct the total expenditure (c). The amount remaining is the total amount the group has left in savings accounts and in cash.

N

Please note the headings used under income and expenditure above, are only examples – please adapt to suit your own group.

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