

# **Chevening Parish Council – Grant Guidelines**

## **Introduction**

Chevening Parish Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This document has been drawn up to demonstrate a fair and transparent process for grant awards.

## **Policy**

A grant is any payment by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and / or sports
- Improving the environment
- Promoting the parish of Chevening in a positive way.

## **The Parish Council will not award grants to:**

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief
- Grants will not be made retrospectively
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

## **Application Procedure**

Organisations requesting financial assistance should submit a letter of application to the Parish Council for consideration. Organisations will be required to explain the reasons for the grant with clear aims and objectives. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The following supporting information should be included (where possible):

- A copy of their written constitution or details of their aims and purpose
- Full details of the project or activity
- Demonstration that the grant will be of benefit to the local community within the parish
- The proportion or number of beneficiaries living in the electoral area
- Demonstration of a clear need for the funding
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.