



Tattingstone Parish Council

Grant & Donation Awarding Policy

Version 2.0

GRANT AND DONATION AWARDING POLICY

Tattingstone Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Tattingstone and its residents. This document outlines Tattingstone Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

General information for applicants

It is Tattingstone Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Tattingstone Parish Council. The size of any grant awarded is at the discretion of the Parish Council and is subject to budgetary restrictions.

Who is eligible to apply

The following organisations may apply to Tattingstone Parish Council:

- a) A Tattingstone based charity
- b) An organisation serving the needs of the residents of Tattingstone
- c) Resident(s) of Tattingstone requesting grant aid with a project/event, which will be for the benefit of the local community
- d) A Tattingstone based club/association/charity serving a specific section of the community or the community as a whole
- e) A local branch of a regional or national organisation/group which serves the needs of the residents of Tattingstone.

Who is not eligible to apply

We will normally reject applications from:

- a) Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- b) Projects which improve or benefit privately owned land or property
- c) Support for individuals or private business projects
- d) Applications by "for profit" commercial organisations
- e) From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Tattingstone Parish Council
- f) From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda

Priority will be given to those applications submitted early in the financial year (which runs from April to March), however the Parish Council reserves the right to leave the application process, funding dependent, until the end of the financial year.

What can be funded

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long-lasting and sustainable benefit to our local area. The project must be something that will improve the social, environmental and /or economic profile of Tattingstone. Priority will be given to those applications which add value over applications for running costs.

NB: We will not fund any goods or services that you buy or order before we confirm our grant.

The following are unlikely to be considered as a grant priority

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

Conditions of grant/donation

- Financial support can only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organization, including to a central Headquarters that is outside the local area.
- Organisations are required to provide progress/project completion reports.
- The Council requires the recipient to provide a written report of how the money has been used, to be received by the council as soon as possible after project completion. It may take the form of an annual report or set of accounts, which clearly identify the manner of spending.
- Tattingstone Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Applications should be submitted, using the Small Grant Application Form, to:

Rachel Belcher-Nairn
Clerk to Tattingstone Parish Council
Windmill Lodge
Mill Road, Buxhall
Stowmarket
IP14 3DS
e-mail: clerk@tattingsstoneparishcouncil.gov.uk

Decisions will be based on the following criteria:

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Financial need
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness
- Council budget