



Kingsclere Parish Council Grants Policy

Reviewed at PPP and amended in April 24. Adopted Annual Meeting 20th May 2024

Kingsclere Parish Council regularly makes grants to organisations which provide a benefit to Kingsclere residents. These may be made:

- To Charities
- To Village organisations
- For Special projects of various kinds

1. In each year, the council sets a budget for the giving of grants and sets a maximum amount for grants to any one organisation, currently £250 except in very special circumstances.
2. It is expected that organisations will attempt to fund their own activities and will approach the Parish Council for a grant only to support exceptional expenditure. Grants will not generally be given for running costs.
3. Grants are not, except in the most exceptional circumstances, made to individuals, nor will they be made to businesses.
4. Any organisation making an application must be prepared to provide up to date accounts, and it would be expected that applicants would also search for other sources of finance.
5. Applicants must be prepared, if requested to do so, to attend the meeting at which the grant application will be considered.
6. Applications must demonstrate the benefit to the community.
7. Applications for grants must be made on the appropriate form and submitted with the necessary supporting documents.
8. Applications must be made in advance of any financial commitments being given to third parties.
9. The giving of a grant in one financial year should not in any way commit the council to making a grant in any subsequent year.
10. If required / requested Applicants must be prepared to submit receipts and proof of expenditure following receipt of a Grant. If proof cannot be provided KPC reserves the right to demand a refund of the funds granted.

Policy Adoption History

As adopted at the Ordinary Meeting of the Parish Council on 30th November 2015
Reviewed by FE 20th July 2020, updated and approved by OM 27th July 2020
Reviewed by FE 19th July 2021, updated and approved by OM 26th July 2021
Reviewed by FE 11th April 2022, updated and approved by OM 25th April 2022
Reviewed FE April 2023 Adopted Annual Meeting 22nd May 2023

Kingsclere Parish Council Grant Application Form

Application for a Grant / Loan (delete as appropriate)

Grant Conditions:

1. If you spend less than the whole Grant on your project, you must agree that you will return the unspent amount to us promptly. If the Grant part funds your project, you must agree to return the appropriate share of the unspent amount to Kingsclere Parish Council.
2. You may not transfer any part of the Grant to another organisation or individual unless this is agreed by prior arrangement and is essential to the project.

Submission of this form signifies acceptance of these conditions

| | |
|--------------------------------|--|
| Organisation | |
| Address (inc. postcode) | |
| Contact Name | |
| Email | |
| Telephone | |

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|--|
| Purpose of Grant / Loan – briefly summarise the use to which it will be put |
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|---|
| Community Benefit – briefly summarise the benefit to the local community |
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Kingsclere Parish Council Grant Application Form

Project costs

| | |
|--|----------|
| Is this an application for capital funding (building works and major equipment)? | Yes / No |
|--|----------|

Note: If there are future maintenance or other revenue costs, please explain how you plan to meet them.

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|--|----------|
| Is this an application for revenue funding (activities and minor equipment)? | Yes / No |
|--|----------|

| | |
|----------------------------------|---|
| What is the cost of the project? | £ |
|----------------------------------|---|

Funding

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|---|---|
| How much are you seeking from the Parish Council? | £ |
|---|---|

| | |
|--|---|
| How much are you providing yourselves? | £ |
|--|---|

How much funding are you seeking from other sources? (Please give details)

| Source | Amount |
|--------|--------|
| | £ |
| | £ |
| | £ |

| |
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| If applying for a loan, how do you propose to repay it? |
| |

Please attach: Your last audited accounts, a detailed budget for the project and any additional statements, a letter from a guarantor (for loans)

Declaration

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|--------------|-----------------------|
| On behalf of | Name of Organisation: |
|--------------|-----------------------|

I certify that the above details are accurate, all the necessary enclosures are included, and that this application complies with Kingsclere Parish Council's conditions of grant.

| | | |
|------------|-----------|------|
| Print Name | Signature | Date |
| | | |

Bank Details

Please provide your bank details for payment should your application be successful:

| | |
|-----------------|--|
| Sort code: | |
| Account Number: | |