**UPTON BY CHESTER AND DISTRICT PARISH COUNCIL**

**GRANT AWARDING POLICY**

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| **Who can apply?** | Voluntary and community groups and organisations within the Upton by Chester and District area |
| **What can it be used for?** | * To enable local people to participate in voluntary groups and activities * To help theUpton area’s voluntary and community groups to improve the impact on the community * To ensure the provision of services, needed by the residents of the Upton area, via the voluntary sector * To support organisations which meet the needs of people experiencing social and economic difficulties * To ensure that there is equality of access and opportunity for all Upton area residents to the services it provides and funds * To improve or enhance the local environment |
| **What/who is excluded from the grant scheme?** | * Organisations that do not provide a service to the community in the Upton area * General national appeals or charities * Statutory organisations * Political groups or activities promoting political beliefs * Religious groups or the promotion of religious beliefs * Arts & sports projects with no community or charitable element * Retrospective applications |
|  |  |
| **How often can the same organisation apply for grant?** | * Not more than once for the same project or activity in the same year |
| **General principles** | * Assistance will be given on the basis of need, merit and contribution to the local community and availability of funds * Applicants must clearly show how any assistance given will benefit the people living in the Upton area or will benefit the environment of the area * There can be no presumption that funding will continue on a year to year basis |
| **General points** | * Upon completion of the project the Council requires a written statement of how the grant was used * Applications demonstrating support from other organisations will be more likely to succeed * Where applicable the Council should be given credit for supporting the project * Payments can only be made to organisations or partnerships not to individuals * The Council reserves the right to see the organisations accounts and may require supplementary information to support the application * Unspent monies must be returned to the Council |
| **Process** | * All applications must be made on the Grant Application Form * All applications will be considered by the Council’s Grants Committee * Applicants will be advised in writing which Grants Committee meeting will consider the application and will be advised within 5 days of the meeting of the success or otherwise of the application |

**Upton by Chester and District Parish Council**

Small Grants Application Form

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| **Project title:** | | | |
| **Organisation’s Name:**  **Applicant’s Name:**  Address: | | | |
| Telephone | Mobile | e-mail | |
| **Estimated cost of project:** | | | |
| **Description** | **Materials** | **Labour** | **Total** |
|  |  |  |  |
| Sub-total |  |  |  |
| VAT (if applicable) |  |  |  |
| **TOTAL** |  |  | **£** |
|  |  |  |  |
| Details of contributions from other organisations? | | | **£** |
| Total amount of grant applied for | | | **£** |
|  |  |  |  |
| **Project Description:**  *Please set out what your project aims and objectives are as clearly as possible – you may continue on a separate sheet if necessary* | | | |
| Signed on behalf of the applying organisation: | |  | |
| Dated: | | Position: | |
| Please return completed application to the Clerk: Mrs Suzi Pollard, 18 Gladstone Road, Chester. CH1 4BY. Clerk@uptonbychester.org.uk | | | |