**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
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| **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
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| **How often can the same organisation apply for grant?** | * Not more than once for the same project or activity in the same year
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| **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
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| **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
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| **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
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**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 |