

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL GRANT AWARDING POLICY

Who can apply?	Voluntary and community groups and organisations within the Upton by Chester and District area
What can it be used for?	<ul style="list-style-type: none"> • To enable local people to participate in voluntary groups and activities • To help the Upton 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?	<ul style="list-style-type: none"> • 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?	<ul style="list-style-type: none"> • Not more than once for the same project or activity in the same year
General principles	<ul style="list-style-type: none"> • Assistance will be given on the basis of need, merit and contribution to the local community and availability of funds

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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? Cheshire West and Chester Council Councillors Budget	£
Total amount of grant applied for (max £1,000)	£

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: Ms Suzi Bull, Upton Pavilion, Wealstone Lane, Upton, Chester. CH2 1HD. Clerk@uptonbychester.org.uk	