

ROCKBEARE PARISH COUNCIL GRANT POLICY

AND

GRANT APPLICATION FORM

Rockbeare Parish Council

Grants Policy

1. Introduction

Rockbeare Parish Council welcomes applications for financial assistance from voluntary groups, charitable organisations, and community initiatives. The purpose of the grants programme is to support activities that provide clear benefit to the Parish of Rockbeare or its residents.

Grant applications will be **considered by the Full Council** in any year where grant funding has been budgeted for. Applications must be submitted by **31st December** for funding in the following financial year (from April).

Emergency or *New Group* applications may be considered outside this timeframe at the Council's discretion.

2. Purposes for Which Grants May Be Awarded

Applications will be considered for (but are not limited to) the following purposes:

- Purchasing equipment **in part only**.
 - Activities that promote or raise the profile of Rockbeare Parish.
 - Supporting the running costs of a viable group experiencing temporary hardship.
 - Hosting special events, celebrations, or community activities.
 - Providing or improving recreational facilities within the Parish.
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3. Conditions of Funding

1. Grants will **not** be awarded to individuals.
2. Only one application per organisation will normally be considered within a 12-month period.
3. The award must be used solely for the purpose stated in the application.
4. If the group is unable to use the award for the stated purpose, **all unspent funds must be returned** to Rockbeare Parish Council.

5. All awards must be properly accounted for. Evidence of expenditure must be supplied if requested. The Council reserves the right to request repayment if it is not satisfied with the use of funds.
 6. The Council may withhold payment of a grant until satisfactory invoices or evidence of the project are provided.
 7. **Groups operating outside the parish will not be funded.**
 8. Any grant awarded may be subject to additional conditions as determined by the Council.
 9. **Rockbeare Parish Council will not provide 100% of the project costs.** Applicants must demonstrate additional funding sources or match funding.
 10. **All quotations for the work to be undertaken or equipment to be purchased must be submitted with the application.**
 11. **Any funding awarded will be repayable in full, or in part, if the conditions of this policy are not met or if the project does not proceed as described.**
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4. Eligibility

Applications are welcomed from:

- Charities, voluntary groups, and community organisations.
- Agencies operating within Rockbeare Parish that provide direct benefit to the local community.

The following restrictions apply:

- The Council will not fund activities that are the responsibility of a statutory authority.
 - Applications from schools for activities taking place during the normal school day will not be considered.
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5. Demonstrating Community Benefit

Applicants must clearly demonstrate how the funding will benefit Rockbeare Parish or its residents. Applications that do not show clear community value will not be supported.

Rockbeare Parish Council

Grant Application Form

Before completing this form, please read the Rockbeare Parish Council Grants Policy.

Incomplete applications or those without required documentation (including quotations) will not be considered.

1. Applicant Details

Name of organisation:

Type of organisation (e.g., charity, voluntary group, community organisation):

Registered charity number (if applicable):

Address:

Contact name:

Position within organisation:

Telephone:

Email:

2. About Your Organisation

Brief description of your organisation, its aims and activities:

How long has the organisation been operating?

Does your organisation have a constitution?

☐ Yes

☐ No

Does your organisation have a bank account in its own name?

☐ Yes

☐ No

3. Project or Activity for Which Funding Is Requested

Title or brief description of the project/activity:

Please describe the project in detail, including what the grant will be used for:

How will this project benefit Rockbeare Parish or its residents?

Where will the project take place?

When will the project take place?

4. Financial Information

Total cost of the project: £_____

Amount requested from Rockbeare Parish Council: £_____

Please list other sources of funding (secured or applied for):

Rockbeare Parish Council will not fund 100% of project costs. Please confirm you understand this requirement:

☐ Yes, confirmed

Please list the items or services to be purchased with grant funding:

You must attach quotations for all items or works to be funded.

☐ Quotations attached

5. Previous Applications

Has your organisation received a grant from Rockbeare Parish Council in the last 12 months?

☐ Yes

☐ No

If yes, please provide details:

6. Declaration

I confirm that:

- The information provided in this application is accurate.
- Any grant awarded will be used solely for the purpose stated in this application.
- All conditions of the Rockbeare Parish Council Grants Policy will be adhered to.
- All unspent funds or funds used outside the approved purpose will be returned to Rockbeare Parish Council.
- Evidence of expenditure will be provided if requested.
- All quotations required by the policy are attached.

Signed: _____

Name: _____

Position: _____

Date: _____

Rockbeare Parish Council – Community Grants Checklist

Rockbeare Parish Council provides small grants to support local charities, voluntary groups, and community organisations that deliver clear benefits to the residents of Rockbeare Parish.

Grant funding is considered by the **Full Council** in any year where a grants budget has been approved.

Who Can Apply

You can apply if you are:

- A charity, voluntary group, or community organisation
- An organisation operating **within Rockbeare Parish** that provides direct benefit to local residents

Please note:

- Groups operating **outside the parish will not be funded**
- The Council will not fund activities that are the responsibility of a statutory authority
- Schools cannot apply for activities taking place during the normal school day
- Grants are **not** awarded to individuals

What We Can Fund

The Council may support:

- Part-funding for equipment
- Community events, celebrations, and activities
- Projects that promote or raise the profile of Rockbeare Parish
- Running costs for a viable group experiencing temporary hardship
- Recreational facilities or improvements within the parish

The Council **will not** fund:

- 100% of project costs
- Transport
- Training activities
- Projects outside the parish

Key Requirements

To apply, you must:

- Demonstrate clear benefit to Rockbeare Parish or its residents
- Provide full project costings
- Show other funding sources (secured or applied for)
- Submit **quotations** for all items or works to be funded

- Agree that any unspent or misused funds must be returned
- Agree to provide evidence of expenditure if requested

When to Apply

- Applications must be submitted by **31st December** for funding from the following April
- Emergency or *New Group* applications may be considered outside this timeframe

How to Apply

Download and complete the **Grant Application Form**, then return it with all required supporting documents, including quotations.

Applications that are incomplete or missing required information **cannot be considered**.