

Tickton & Routh Parish Council

COMMUNITY FUND POLICY AND PROCEDURE

Date/Minute No. document adopted	Unknown
Last review	13 May 2019 – Annual Meeting following Election.
To be reviewed	2022-23, or on change of legislation.

Policy Statement

In accordance with Section 137 of the Local Government Act 1972, Tickton and Routh Parish Council will consider requests for funding from Community and Voluntary Organisations where it is in the interests of, and will bring direct benefit to the Parish or any part of it, or all or some of its inhabitants. Funding will only be given where there is an identifiable need and there is reasonable belief that the grant is needed and will be used in the best way to achieve the objectives of the recipient. The constitution, aims, objectives and activities of the applicant must be acceptable to the Parish Council.

The Community Fund is limited to one successful application per applicant per financial year (April to March).

Applications which could result in personal financial profit will not be considered.

Procedure

1. Applications forms can be requested from the Clerk. A blank application form is included at Appendix 1.
2. A completed application form should be returned to the Clerk together with a copy of the following; constitution of the organisation, aims and objectives, activities, latest published accounts, a current list of Officers.
3. The Clerk will review the application and the supporting documents and request any information or explanations he/she deems necessary.
4. The Clerk will include the application on the agenda of the next available Parish Council meeting.
5. The Parish Council will consider whether the application is in accordance with the Policy by completing the checklist included at Appendix 2. The Parish Council reserve the right to vary the criteria.
6. The Parish Council may request a personal presentation from a representative of the applicant organisation.
7. The decision of the Parish Council is final.
8. The Clerk will inform the applicants of the outcome and despatch the cheque to successful applicants.
9. All disbursements must be spent within six months of receipt.
10. If the project does not go ahead as detailed to the Parish Council within the six month period the applicant must immediately inform the Clerk. The Parish Council will decide how to proceed in these circumstances.
11. All successful applicants will submit to the Clerk an end of project report and receipts to show that the money was used for the intended purposes.
12. The clerk will include the end of project report and an audit of the receipts on the agenda of the next available parish council meeting.

Tickton & Routh

Parish Council

COMMUNITY FUND APPLICATION FORM

Applicants are encouraged to use e-mail if possible.

Name of organisation	
Name, and address of contact <i>(This should be the person who manages your organisation or its finances)</i>	
Contact telephone number	
Status of contact:	

Details of Request

For what project is the funding requested?

Amount requested:

£

Total cost of above project

£

If total cost of project exceeds the sum requested how will the balance be financed?

Provide a list below of **all** other bodies that you have applied to for funding of this project

Grant Requested/Received From	Amount (£)	Approved/Declined/Pending

Who will benefit from the project?

Approximately how many of those who will benefit are residents of the Parishes of Tickton and Routh?

Organisation Details

Is your organisation a Registered Charity?	Yes		If yes, please give reference number	
	No			
What are the aims and objectives or the ambitions of the organisation				
Please give a brief description of its activities				

You may use a separate sheet of paper to submit any other information which you feel will support this application

Declaration by Organisation	
<p>I declare that, if successful, the funding will only be used for the purpose stated. The Parish Council will be informed if the project detailed above cannot be undertaken, or the funds are not used within six months.</p> <p>A report and receipts will be sent to the Parish Council at the end of the project.</p>	
Authorised signatory:	
Please print name:	
Date of application	

Please return the completed form with the required supporting information to:

Mrs M Middleton (Clerk)
 Tickton and Routh Parish Council
 Three Gables
 260 Hull Bridge Road
 Tickton
 Beverley
 HU17 9RT

Tel: 07563 155095

E-mail: info@ticktonandrouth.org.uk

If you have any queries or wish to discuss the application, please contact the clerk on the above number or via email.

FOR COMPLETION BY CLERK

APPROVED	Y	N
MINUTE REF		
CHEQUE NUMBER		

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COMMUNITY FUND CHECKLIST

Applicant organisation	
Date of meeting where checklist completed	
Date and details of any previous application by same organisation and details of outcome	
Comments from RFO on Accounts	

CHECKLIST FOR COMPLETION BY PARISH COUNCIL

Is the constitution, aims, objectives and activities of the applicant acceptable to the parish council?	Y	N
Does the constitution have a dissolution clause?	Y	N
Does the project sufficiently benefit the parish or residents of the parish?	Y	N
Is there a need for the benefit within the parish?	Y	N
Is there sufficient belief that the funding is needed?	Y	N
Is there sufficient belief that the project will achieve its objectives?	Y	N

DECISION BY PARISH COUNCIL

Approved	Y	N	If approved state amount	£
Additional Comments				