



Aldwick Parish Council  
All correspondence should be addressed to:  
**The Clerk, Aldwick Parish Council, 88 Pryors Lane, Aldwick, West Sussex  
PO21 4JF**  
Email: [clerk@aldwickparishcouncil.gov.uk](mailto:clerk@aldwickparishcouncil.gov.uk)  
Tel: 01243-263330

### **Please note:**

**The Discretionary Grant application period opens on the 10<sup>th</sup> July 2020 and closes on the 18<sup>th</sup> September 2020.**

In a change to previous years, as a result of the ongoing COVID-19 restrictions and as there is currently no access to the Parish Council building, all applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

Due to the on-going Covid-19 situation the presentation of cheques to successful applicants may change, you will be notified of this change by December 2020.

### **DISCRETIONARY GRANT APPLICATIONS 2020 - 2021**

The purpose of this pack is to help you to make a successful bid within the criteria applied to the Aldwick Parish Council Discretionary Grant Fund. Please read the notes before completing the application form. It may help make the difference between a successful and an unsuccessful bid.

#### **WHERE DOES THE DISCRETIONARY GRANT MONEY COME FROM?**

The fund is part of the money which the Council receives via the Council Tax from its residents and is controlled both in the amount available for grants and their destination. We are allowed to use the money this way by Section 137 of the Local Government Act (1972.). This allows us to have discretionary powers to award grants to local groups or organisations for “**purposes, not otherwise authorised**” which may **bring a direct benefit to the area or any part of it for some or all the inhabitants**. It cannot be made to an individual nor can it be retrospective and the expenditure and benefit must be in balance. That is, we cannot allow a large grant to benefit 3 people when only a small grant is made for the benefit of many.

For legal reasons Section 137, applications cannot be considered from organisations which;

Support or oppose political parties

Discriminate on the grounds of age, sex, disability, race, religion and belief or sexual orientation

Or

Where Central Government, Health Authorities, County or District Councils are the statutory funder for the equipment or service for which the bid is being made. However, schools for example, may wish to bid for something that is not supplied through state funding.

#### **HOW DO YOU APPLY FOR A GRANT?**

To be considered for an award, applicants must make a written application and provide the necessary details as requested. An application form is supplied with this pack.



## WHO ALLOCATES THE GRANTS?

The funds are allocated annually by the Parish Council who meet to consider the amounts and destination of the grants. The proposed grants are then considered and agreed by the full Council at one of its meetings. The list of grants awarded is therefore in the public domain. Applications made at times other than the annual allocation may be considered at the Council's discretion providing any limits of the amounts available have not been reached.

## HOW DO I KNOW IF WE'VE BEEN SUCCESSFUL?

All applicants are notified regardless of the outcome.

## WHAT ARE THE COUNCIL'S EXPECTATIONS?

Due to the on-going Covid-19 situation the presentation of cheques to successful applicants may change, you will be notified of this change by December 2020.

Cheques for successful applicants will **not** be sent through the post. However, they will be presented at the annual Parish Reception and must be used for the function shown on the application within one year. If you do not use funds for the purposes given, you must return them.

The Grant cheque itself will come with a Feedback Form which will be in the envelope handed to the recipient at the Parish Reception. This needs to be completed and returned to the Council as soon as possible. The Internal Auditor checks that each organisation has received the cheque by matching the slip to each payment. If yours is not received, the Council staff will need to follow the matter up. Any cheques not collected on the night are available for personal collection from the Parish Office at a mutually convenient time, but within one month of notification of success.

Success in being awarded a grant one year does not guarantee an award the following year. Failure to let us know about the effectiveness and use of the grant will not help with future bids. We also ask that you mention us in any publicity attached to the successful use of the grant.

## WHAT DOES A SUCCESSFUL GRANT LOOK LIKE

A successful grant supplies the information asked for and does not miss out any part of the application form – we supply a check list to help with this. It tells us clearly

- Who you are and the organisation you represent.
- How many and in what way the residents of Aldwick will benefit. For example, "there are 4 Aldwick residents in our group of 20, they are brought here every week for a hot meal which we supply."
- How much you are requesting and whether the Council is the only donor. For example, "the local supermarket also gives us an annual voucher for £50 to spend on vegetables for the meal."
- Some information regarding your financial situation. We are not expecting every organisation to have professionally audited accounts but we do expect that applicants will supply details of their income, expenditure and current balances signed off by an independent person. Without this, we have no



information to assure us that an organisations bid is legitimate. As a Council, we are accountable for the use of these funds.

- How the grant will be spent. For example, “a new tent for the next summer camp as our old tent has holes in it. Half the costs will come from subscriptions and we include a catalogue description and price of the tent.” The Council cannot be seen to merely add funds to existing bank balances – some of which may be considerable – without a clear outcome and an indication of why funds already in existence are not being used.

## Requirements and Conditions for Awarding Grants

Any organisation, club or society that wishes to make an application for grant aid must;

- be non profit making
- submit a fully completed application form online
- understand that retrospective grants cannot be awarded
- identify how the grant will benefit the residents of the parish and the number who will benefit
- agree to provide receipts for transactions made with the grant to the Parish within 28 days if requested
- agree to acknowledge the contribution made by the Council in any publicity
- be aware that all recipients of Parish Council grants may be subject to a visit by a small group of Councillors to see how the grant has been spent
- be aware that provision of a grant does not authorise the activity to be undertaken. The applicant is responsible for all legal permissions and insurances
- be aware that the Council will pursue repayment of the grant and costs if any criteria have not been adhered to.

The completed application must;

- be accompanied by the most recent annual accounts or a certified income and expenditure account together with a copy of the chairman’s or secretary’s report
- state the names of any other organisations to which an application has been made and understand that where the project is dependent on the receipt of these, the grant is conditional on those other sources being made available
- indicate that the grant is **exclusive** of any VAT should the applicant be able to reclaim it.

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## DISCRETIONARY GRANT APPLICATION FORM 2020/21

**Note: if you are applying for a Covid 19 grant, please tick here:**

Name of Organisation.....

Purpose of organisation.....

Date founded.....

Charity registration number (if registered).....

Name and address of person applying

Name.....

Address.....

Post code.....

Telephone number.....

Position in organisation.....

Number of Aldwick residents in or supported by your organisation

Purpose of grant (give details and dates and continue on a separate sheet of paper if required)

Estimated total cost of proposal/project (please attach copies of estimates or evidence of cost of proposal)

Amount of discretionary grant requested.....



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Indicate how the total cost of the proposals/project will be met

Please give details of other grants applied for in the last calendar year

How will the use of this grant benefit the residents of Aldwick?

Please feel free to give additional details of these items on a separate sheet of paper and to provide other documents to support your application but **DO NOT** send original documents as we do not accept any responsibility for their security.

**Signed**

**Date**

**Position in organisation**

**Check list**

- Have you given information regarding yourself and the club/organisation**
- Have you said how many residents are in your organisation and how many will benefit from the grant**
- Have you supplied the financial information**
- Have you given information regarding any other applications for grants**



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- Have you supplied us with costs and quotes if relevant**
- Have you attached and listed all required documentation**