



SIMPSON & ASHLAND PARISH COUNCIL GRANTS: GUIDELINES / TERMS & CONDITIONS

The 'you' is the grant recipient and SAPC refers to Simpson & Ashland Parish Council. You may find it helpful when planning your project and making your application to get some advice from the Parish Clerk.

SAPC grants are given out to benefit the residents of the parish, in particular:

- To aid activities that encourage neighbourliness and community spirit
- For activities that support vulnerable residents
- To make a positive difference to the local environment

SAPC does not grant funds to support activities that:

- Aid a party political activity
- Promote religious doctrine or the beliefs of a particular faith
- Commercial ventures
- Support or promote extremist views or which do not support the fundamental British values of human rights; equality before the law, democracy and full participation in UK society
- An activity undertaken solely by an individual

You can apply for a maximum of £500 from SAPC.

Every application is examined according to the likelihood of it making a positive difference to the Simpson & Ashland parish. The following will help your application be successful:

- If the group has a clear plan and the capacity to carry it out
- It is clear why you think this particular activity is needed and can benefit the community
- A well-thought-out budget
- You have considered how you will show that the project has made a difference

The Parish Council will aim to make a decision on your application within 2 weeks of receiving it and to notify you by letter or email from the clerk, within the following 5 days.

Please Note:

1. You must use this funding only to carry out the tasks as set out in your application form. The grant must not be used for projects that take place before, or start before, you receive confirmation of the grant from SAPC. If there are changes to your project once it has begun, then you must inform SAPC.
2. In order to receive the funding you must:
 - Confirm that you will abide by the Terms and Conditions
 - Provide bank details OR complete the details of the organization that has agreed to hold the funds on your behalf. **Please note that as the grant is public money, for reasons of transparency and accountability, a grant will not be paid to a personal account. If your group does not have properly constituted bank account (for example, you are coming together for a one-off activity) then SAPC may agree to reimburse you once the grant has been agreed and receipts are produced in line with the agreed expenditure. Please speak to a parish councillor or the clerk for further clarification.**
 - Confirm that the relevant insurance is in place for the activities that you are undertaking with the grant, specifying the amount of cover. **Please speak to a parish councillor or the clerk if you have any queries about insurance cover.**
 - Agree to provide a short report to SAPC on the outcome(s) of the activity(ies) within one month of the finish of the project¹.
3. Financial requirements (in accordance with the Local Council Act 1972)
 - Within one month of the time agreed as the final date for the project you must submit a completed financial monitoring form detailing the amount spent with invoices, receipts etc. OR a copy of the relevant accounts of your group. SAPC can provide advice on how to set this out.
 - You must spend the grant within the agreed timescales. If you need to extend the period please contact the SAPC for approval to do so. Any unspent money must be returned to SAPC; you cannot keep it to spend later.
 - You must co-operate with any request from SAPC to carry out a financial audit.
 - In relation to any goods or services purchased with this grant you must make the payment for these within the timeframe specified on the supplier's invoice subject to the relevant contract(s) being fulfilled.
4. Insurance, Health & Safety, UK Law
 - Ensure that your organisation has adequate insurance cover with an insurer of good repute to cover claims under this grant or any other claims or demands which may be brought or made against it by any person suffering any injury, damage or loss in connection with this grant.

¹ The report may be edited and included in the Parish Newsletter and / or on the parish website

- Comply with your obligations under the Health and Safety at Work Act 1974 and have a written health and safety policy or agreed risk assessment which all workers, volunteers or participants are made aware of on commencement of duties or beginning of activity.

5. Additional Information

- SAPC reserve the right to request further information about your organisation
e.g. copy of relevant policies, in order to make an informed decision on your application.