

SEDBERGH PARISH COUNCIL

GUIDANCE NOTES FOR GRANT APPLICATIONS

1. WHO CAN APPLY

- Only properly constituted, voluntary, not-for-profit organisations can apply for a grant under the scheme. **Individuals are not eligible to apply.**
- A voluntary organisation applying for a grant aid must be able to demonstrate that:
 - It carries out its activities otherwise than for profit
 - Its activities will benefit the Community of Sedbergh Parish.

2. SCOPE FOR FUNDING

- The Council's preference is to provide financial assistance for specific projects or purchase of equipment. However, it will consider supporting ongoing revenue costs if the organisation can demonstrate that lack of funds would have an adverse effect on the community if the organisation is unable to continue due to lack of funds.

3. GENERAL

- Grants should be spent within 12 months, for the purpose for which they were given.
- Grants cannot be made to cover money already spent.
- Successful applicants will normally be required to submit a short report outlining the use made of the grant within 6 months of the project's completion.
- Copies of invoices and/or other documentation as evidence that the expenditure has been incurred should be submitted within 6 months from date of completion of the project.
- Where grants are given to support ongoing revenue a set of audited accounts should be supplied to the Council within three months of the organisation's financial year end.
- Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time, however the history of previous applications will be taken into account in the decision making process.
- The giving of a grant one year does not set a precedent for another year.
- The Council will not normally award grants to an organisation which itself awards grants to others.
- Grants are not available for any political activities, commercial venture or projects for private gain.
- The Council does not normally give grants to regional or national charities unless a direct benefit to Sedbergh Parish can be shown.
- The Council would normally expect the project for which grant assistance is being sought to be partly funded by the applicant body from its own resources or from its fund-raising activities. Details of other grants received/applied for should be given.
- In considering applications the Council will have regard to the extent to which the project has secured grants from the Sedbergh and District Community Trust.