

SMALL GRANTS APPLICATION PACK

Please read our Small Grants Policy thoroughly before making a grant application on the form included at the back of the pack.

SMALL GRANTS POLICY

ABOUT OUR SMALL GRANTS

- 1.1. Ripponden Parish Council has the power, but not the obligation, under various sections of the Local Government Act 1972 to make community grants available to local community, voluntary and not-for-profit groups in Barkisland, Soyland, Ripponden and Rishworth.
- 1.2. Ripponden Parish Council is funded by the residents of Barkisland, Soyland, Ripponden and Rishworth via a precept charge on the council tax collected through Calderdale Council. It has, therefore, limited funds available to assist groups who must demonstrate that they are working for the benefit of the people of Ripponden Parish.
- 1.3. Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community and the extent of contribution made by the organisation itself.
- 1.4. In all its considerations, Ripponden Parish Council must aim for value for money for the local taxpayer.

2. AIMS OF THE GRANT PROGRAMME

- 2.1. Ripponden Parish Council provides grants to support the following aims.
 - 2.1.1. To improve or enhance the local environment.
 - 2.1.2. To improve the health and wellbeing of parish residents.
 - 2.1.3. To enable parish residents to develop their skills and knowledge.
 - 2.1.4. To encourage civic pride.

3. WHO CAN APPLY?

- 3.1. Grants will only be considered for groups and organisations operating within Ripponden Parish, who are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the parish.
- 3.2. At the Council's discretion, it may consider groups and organisations out of the parish area, providing the service or activity is of direct benefit to residents in Ripponden parish.

4. APPLICATIONS THAT WILL NOT BE SUPPORTED

The following will not be considered for support.

- Applications by individuals.
- Applications by regional or national organisations unless they are for a specific project that benefits Ripponden parish residents.
- Applications by commercial organisations.
- Applications for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- Applications by "upward funders": i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
- Applications by political parties or political groups.
- Multiple applications by the same organisation in one year.
- Applications to directly fund the provision of food and drink.

5. WHEN TO APPLY

- 5.1. Ripponden Parish Council awards the funds available for small grants throughout the year.
- 5.2. The Council requests that a representative of the organisation applying for the grant should attend the meeting at which the Council considers the application and agree to answer any questions concerning the application.**
- 5.3. The Council advises that applicants submit grant applications as soon as possible, so that any questions, queries, or errors can be sorted out before presentation at a full council meeting.

6. OVER-SUBSCRIPTION OF APPLICANTS

- 6.1. On occasions where the demand for grants exceeds the availability of funds, Ripponden Parish Council may consider granting the award from another budget allocation.

7. HOW MUCH TO APPLY FOR?

- 7.1. Ripponden Parish Council will award up to 100% of the total cost of a project.
- 7.2. The Council will award grants for both capital and revenue projects.
- 7.3. For some applications, the specific statutory power that Ripponden Parish Council must use to enable the grant award may mean that there is a cap from HM Government on how much can be given. The Council will notify the applicant if this is the case.
- 7.4. Ripponden Parish Council cannot award more in a grant than the funds available. Applicants are encouraged to contact the Clerk or Chairman of the Council if they wish to know the level of available funds.

8. AWARD CONDITIONS

The following conditions will apply to all applications.

- 8.1. Applications for grants must be made in the financial year in which the grant will be spent, and awarded funds must be spent within that period.
- 8.2. The grant must be used for the purpose for which the application was made.
- 8.3. If the group is unable to use the award for the stated purpose, all monies must be returned to Ripponden Parish Council within six months of the date it was awarded.
- 8.4. All awards must be properly accounted for, and evidence of expenditure should be supplied to Ripponden Parish Council as requested. Ripponden Parish Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- 8.5. All successful applicants must submit a post grant report to Ripponden Parish Council within twelve months of receiving the grant award.
- 8.6. The awarding of a grant should not be treated as evidence of an ongoing commitment.
- 8.7. A fresh application, on the Ripponden Parish Council provided application form, is required each year.
- 8.8. No award will be made where the event has passed, or expenditure already incurred.
- 8.9. Where applicants have significant cash reserves of at least twice the grant requested, lower priority will be given to the awarding of such a grant.
- 8.10. Ripponden Parish Council is not bound by its previous policy of awarding subsequent awards to the same applicant, and this does not create any precedent regarding future awards.
- 8.11. Ripponden Parish Council reserves the right to discontinue the grant programme.

9. HOW TO APPLY?

Applications will only be considered when . . .

- 9.1. They are made via the Council's approved application form.
- 9.2. They are accompanied by details of the group's constitution.
- 9.3. The form has been signed by an appropriately authorised person on behalf of the group or organisation.
- 9.4. Estimates, competitive quotations and specifications have been included, if appropriate.

- 9.5. They are accompanied by a copy of the organisation's latest accounts or, if less than twelve months old, a statement of income and expenditure (incurred to date or projected if a new organisation).
- 9.6. Bank statements are required for six months prior to the date of application to be submitted at the point of application.
- 9.7. Confirmation that it holds a separate bank account controlled by more than one signatory.
- 9.8. Details of the membership, both within and outside Ripponden, have been noted on the application form to demonstrate the benefit of the group to Ripponden residents.
- 9.9. Any other documentation that may be relevant to the application e.g. insurance cover, health and safety issues, safeguarding policy has been provided.
- 9.10. All applicants must acknowledge Ripponden Parish Council's grant funding on all promotional material for the event or project and on their social media and or website, if used, and give Ripponden Parish Council full permission to use images and information of the project.

SMALL GRANT APPLICATION FORM

Project title:	
Date of application:	
Which grant round?	<input type="checkbox"/> April <input type="checkbox"/> November
Name of group or organisation:	
Applicant's full name and title in organisation:	
What is the structure of your organisation?	<input type="checkbox"/> Voluntary group <input type="checkbox"/> Community group <input type="checkbox"/> Not-for-profit organisation <input type="checkbox"/> Registered charity <input type="checkbox"/> Other (please give details below)
Organisation address:	
Organisation telephone:	
Organisation email:	
Please provide a detailed description of the project.	
Who will benefit from this project?	
How will your project benefit the residents of the parish area?	
How many people are in your organisation?	

<p>Where do the members of your organisation reside? Please give the numbers. Please also include the number of people that reside outside of the parish area.</p>	<p>Number of members resident in Barkisland: Number of members resident in Ripponden: Number of members resident in Rishworth: Number of members resident in Soyland: Number of members resident outside the parish area:</p>
<p>How do parish residents join your group or organisation? Do you have a limited capacity for members? If so, how do you deal with new membership entry in a fair manner?</p>	
<p>Does your group cater to one specific group in the parish area: e.g. toddlers, those under 18, young mums, active adults, the retired? If so, please give details.</p>	
<p>What will happen if you don't get the grant or are not allocated the full amount you have applied for?</p>	
<p>How will you publicise the involvement of Ripponden Parish Council?</p>	
<p>What are the full costs of the project (including VAT if applicable).</p>	
<p>Where is other funding for the project to come from? Who is the funder and how much have you bid for? At what stage is the application: i.e. just applied, awaiting outcome of application or funding confirmed?</p>	<p>Funder: £: Stage of application (circle): just applied, awaiting outcome, or funding confirmed.</p> <p>Funder: £: Stage of application (circle): just applied, awaiting outcome, or funding confirmed.</p> <p>Funder: £: Stage of application (circle): just applied, awaiting outcome, or funding confirmed.</p>
<p>How much do you wish for Ripponden Parish Council to contribute?</p>	<p>£:</p>

Is this contribution for a specific element of the project? If so which part?	
Please provide your group's bank details for payment.	Bank Name: Account Name: Sort Code: Account Number: Is your account a business account? Yes/No.
Names of the signatories on the bank account:	
Applicant's signature:	

By submitting this application, you agree to provide a full accounting of the grant money spent and to return any money unspent. Money can only be spent on the activities or goods in the application.

SUPPORTING INFORMATION CHECKLIST

Where relevant, please ensure that you submit the following documents with your application. We accept both digital and print copies.

You must submit accounts and bank statements.

Group constitution or set of rules, including a safeguarding policy
Copy of the most recent/audited accounts
Evidence of planning permission (if necessary)
Quotes for capital items and works over £500 (a minimum of three quotes with the reason for selection)
Bank account statements covering the last six months.

Please return the application form to: clerk@rippondenparishcouncil.co.uk Tel: 07481 300391

Adopted: 10/08/2023

Reviewed: