



Shere Parish Council

Grant Awarding Policy

Objective

Shere Parish Council welcomes and values the work of local voluntary groups and organisations. The council is willing to consider capital or revenue grants to those bodies which contribute to the welfare of the community, by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

Eligibility

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish (Shere, Gomshall, Peaslake, Holmbury St. Mary and Abinger Hammer (excluding the centre)). Applicants must set out how the community will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.

The following criteria must be met for a group to be considered for a grant:

1. The group must be a charity, voluntary or community organisation.
2. The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of the parish.
3. Membership of the group/participation in the group's activities must be open to all residents within the parish who wish to join/participate, according to the group's demographic. For example, Cub Scouts only for ages 8-10 ½ but open to anyone of that age to join in the parish.
4. Political parties are not eligible for grant funding.

Criteria

Each application will be assessed on its own merits and will be considered along with other applications at the meeting. In particular the Council will consider:

- How well the grant will provide benefit to Parishioners and approximately how many parishioners it will benefit
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised in addition to the grant? It is unlikely that the Council will give a 100% grant to any proposal.

The Council may require representation on the management committee if it is responsible for a substantial element of an organisation's funding.

Conditions

- Multiple applications within a 12-month period will not normally be considered; although the only real limit is remaining funds.

- Should the Parish Council request proper evidence of actual or estimated expenditure, this must be supplied to the Parish Council prior to the payment of any grant.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly.
- Organisations will be required to acknowledge the council's support in their publicity material.

If Shere Parish Council is not satisfied that the criteria and the conditions have been met, it reserves the right to request a refund of monies awarded.

The following requests will not be considered:

- Support for projects outside of Shere Parish unless they can prove a clear direct benefit to Parishioners.
- General appeals from national charities.
- Financial support for an individual or family.
- Political, lobby, pressure and campaigning groups or trade union activities.
- Appeals intended to promote a particular political or denominational affiliation.
- Projects for which organisations have any statutory duty.

Application Process

Applications should be made by completing the Grant Awarding Application Form and should be submitted to the Clerk. Grant Awarding Application Forms can be obtained from the Clerk or downloaded from the Parish Council website: www.shereparishcouncil.gov.uk

An organisation which has not previously applied to the Parish Council must submit a copy of its constitution, if applicable and each application must be accompanied by the last approved annual accounts if the applicant has been functioning for more than one year.

Applications can be submitted twice a year; September or March. In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of Shere Parish Council. The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

Grant applications should be submitted to the Clerk, to the address noted on the form or via email to clerk@shereparishcouncil.gov.uk.

Grant recipients are encouraged to attend the Annual Parish Meeting (normally May) and may be asked to mount a display or make a presentation.

Promotion

The Parish Council will recognise successful groups in its own reports to parishioners.

Adopted	Reviewed	Re-adopted
6 th May 2020	8 th June 2021	3rd September 2024
	To be reviewed June 2027	



Shere Parish Council Grant Application Form

Please complete this form, attach relevant information and return to - **Clerk, Shere Parish Council, Tanyard Hall, 30 Station Road, Gomshall Guildford GU5 9LF** or email clerk@shereparishcouncil.gov.uk

Your Organisation

Name of Organisation/Voluntary Group or Charity	
Contact Person	
Address	
Telephone/Mobile	
Email	
Is your organisation a registered charity?	
If yes, charity number	
Is this the first application to Shere Parish Council this financial year?	

Your Project

Description of the project (please use additional sheets as necessary and/or project plan if applicable)	
Who will the project be benefitting?	

Approximately how many residents will the project be benefitting?	
Total cost of the project?	
Have funds been requested from other sources and have these been successful?	
How much has already been raised for the project?	
Amount of grant requested from Shere Parish Council	
When are the funds required?	
When will the project/work start?	
When will the project/work finish (if applicable)?	

Checklist

Document	Enclosed
Copy of Constitution (only if this is first application to SPC)	
Copy of last approved annual accounts (if operating more than one year)	
Copy of specification and quotes (if available)	
This completed application form	
Date of application	