

GUIDANCE NOTE FOR THOSE APPLYING FOR SMALL GRANTS FROM DODINGTON PARISH COUNCIL

1. **Purpose of grants.** The aim of the Parish Council's Small Grants scheme is to promote an active local community by recognising the part played by the voluntary sector and community organisations. The scheme provides financial support so that residents can benefit from an improved or increased range of services and activities.
2. **Who can apply for a grant?** Any organisation or group may apply provided that the Council is satisfied that the grant is in the interest of, or will directly benefit, the area or its inhabitants or some of them. Those that have received grant include advice groups, arts groups, charitable organisations, pre-school playgroups, sports clubs, senior citizens and youth groups. The scheme provides for "start-up" grants for new organisations as well as grants to existing organisations. Grants will only be given to individuals in exceptional circumstances, if they will benefit the local community.

Grants will not be given to general appeals, national organisations (without a locally based group).

Applications will not be considered from private organisations operated as a business to make a profit or surplus.

Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability or religion.

3. **How much for and when can I apply ?** The Council has a limited budget and therefore the maximum amount that can be applied for is £300. Applications will be considered from the beginning of April until the end of December, each application will be considered on its individual merits.
4. **How do I apply?** Complete the enclosed application form and read the following guidelines before applying. **If in doubt please contact the Clerk to the Council (tel: 01454 866546).**
 - (i) Explain the work of your organisation and how it benefits local residents.
 - (ii) Try to be specific about the benefits to those living in the Parish of Dodington (see address list at Appendix 1); include the numbers and/or percentage where possible.
 - (iii) New groups should explain the purpose of any "start-up" grant and their plans for becoming self supporting.
 - (iv) Be specific about the amount sought and what it is for – i.e. a piece of equipment, furniture, particular event, staff training etc. Where appropriate, it is helpful to provide options with varying levels of grant sought.
 - (v) Grants will not normally be given for running expenses.
 - (vi) Explain why the grant is being sought, give details of any other grants applied for, or granted, and any past or proposed fundraising activities.
 - (vii) Confirm whether you are prepared to acknowledge any approved grant in publicity material.
 - (viii) A short report of the benefit/difference that the grant has made to the group will be required.
 - (ix) A copy of the appropriate invoice will be required on completion of the purchase/project for which the grant was provided. The Parish Council reserves the right to reclaim any grant should it not be used for the purpose for which it was approved, or in the event of the group or organisation folding during the financial year in which the grant was approved the grant will be reclaimed.