

Finningley Parish Council

Parish Grant Scheme – Terms of Reference

These terms of reference were agreed at a meeting held on Tuesday 27th September 2022.

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The scheme will support both capital and revenue projects. Projects with a total cost of £3,000 and below will be eligible to apply for funding, subject to clause (9) below.
3. Groups will apply to the fund using the adapted NALC application form.
4. Groups will be expected to supply the following accompanying documentation:
 - a. A copy of the most recent audited accounts, including an up-to-date balance sheet
 - b. A copy of the constitution or rules of the group
 - c. Provide proof that the group has a bank account with two signatories.
 - d. Provide a 12-month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
5. There will be two deadlines for application – 30th September and 28th February. Copies of the Parish Grant Scheme Terms of Reference and Grant Application Form are available on the Council's website.
6. The September bidding round will make £2,000 available for grant and the February round will make £1,000 available.
7. Groups can apply once per year.
8. All applications will be considered with regard to the financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed, but the. However, where possible a group will be expected to make some contribution from its own funds, based on their financial situation at the time.
10. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
11. Retrospective applications (ie for projects already completed) will be allowed. Council will adjudge at the time of application whether the project was urgent.

Date Adopted	27 th September 2022 (Minute reference 11.4)
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