

## **Parish Grant Scheme Application Criteria**

1. The Scheme will support Community projects. Our contribution to a project will be limited to a maximum of £1000 irrespective of the project cost.
2. The September bidding round will make up to £3,000 available for grant and the February bidding round will make up to £3,000 available. (Subject to annual budget review)
3. Applicants residing within the parish can apply to the fund. Individual applicants may apply if proof of association to an established organisation can be supplied. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
4. Applications will be considered for partial funding towards a larger project.
5. Applications must be submitted using Settle Town Council application form
6. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent accounts.
  - b. A copy of the constitution or rules of the organisation or partner organisation
  - c. Proof that the applicants have a bank account with a minimum of two Signatories
  - d. 3 most recent monthly bank statements
  - e. Letter of support from partner organisation if the application is from an individual

There will be two deadlines for applications the second Friday of the month in September and second Friday of February. Council will advertise availability of the scheme via the council's website and notice board.

7. Applicants are invited to attend a Town Council meeting prior to the deadline for submission if they so wish.
8. The awarding of a grant does not and will not imply any ongoing commitment by the council.
9. The activity being funded:
  - has not already taken place (retrospective funding is not permitted)
  - can demonstrate support in the community
  - has not received Settle Town Council funding over the past 12 months
10. The funding can be used by the applicant at any time during the 12 months following receipt

11. The funding cannot be used to support any initiative or group more than once in a 12 month period. Unsuccessful applicants may apply again at the next round.
12. Funding will not be approved in respect of:
  - projects or activities that will only benefit an individual or an individual family or a private business;
  - political parties or trade unions or employers' associations or groups affiliated with any of these
  - lobbying or lobbying organisations
  - projects or activities that seek to promote a faith or belief as their main purpose
13. All projects awarded funding will be sent a monitoring form which must be completed and returned within 12 months of the grant being awarded. If a satisfactorily completed monitoring form is not submitted within twelve months of the funding being issued, a request will be made for the funding to be repaid within one month.
  - Written request for an extension of time or a change of use of grant may be considered.
14. Grants cannot be used to pay staff of the applying group. Grants can be use to pay for services provided for a specific event.
15. Grants cannot be used for overheads or normal operational costs.
16. Any item purchased by the grant immediately becomes the property of the applicant, and is covered by their constitution.