



# **GRANT AWARDS POLICY & GUIDANCE NOTES FOR APPLICANTS**

**Approved May 2024**

**Reviewed and re-approved 08.05.25**

Thank you for your interest in applying for a grant from Vigo Parish Council. Please read the Grant Award Policy below before completing the application form which is attached. If you require advice or guidance, please contact the Parish Clerk [clerk@vigo-pc.gov.uk](mailto:clerk@vigo-pc.gov.uk) or by phone 01732 823337.

## **INTRODUCTION**

- Vigo Parish Council has the power to award grants to organisations that will benefit the Parish and its residents. Grants are awarded entirely at the discretion of the Parish Council.
- The grant budget for 2024/2025 is £1,200, with a maximum award of £250 per application (subject to change upon full Council approval).
- Grant applications can be made at any time during the financial year and will be considered at the next available Full Parish Council meeting.

## **AWARDS POLICY:**

- Applications will be considered from voluntary groups, not-for-profit organisations, and charities, who provide a service, enhance the quality of life or improve the environment. There should be a positive contribution to those who live, work and / or visit the Parish.
- If an organisation is not based in Vigo, the Parish Council will consider providing funding pro-rata based on the number of Vigo residents using the service (this must be evidenced). The exception to this would be a charitable organisation such as the Kent Air Ambulance.
- Grants will NOT be awarded to individuals.
- Grants applications will NOT be considered from organisations that discriminate on the grounds of race, religion, age, gender or disability. Nor will grants be awarded to commercial organisations, political parties or religious organisations.
- Grants are NOT available to "upward funders" (local groups whose fund raising is sent to a central HQ for distribution). Equally, grants will not be made to fund activities for which a statutory body is responsible.
- In general, only one application for a grant will be considered from any organisation in any one financial year, unless clear, exceptional circumstances are demonstrated. However, this will be revisited in January each year should funds still be available for the current financial year.
- Applications cannot be made retrospectively.

- Grants must be spent within 6 months of the funds being transferred.
- Organisations will need to have a dedicated bank account with more than one signatory. A copy of the organisations latest bank account statement may be requested by the Parish Council.
- A grant may only be used for the purposes stated on the application. We reserve the right to ask for copies of receipts and invoices in relation to the project. Any unspent monies must be returned to the Parish Council.
- The Parish Council reserves the right to reject applications which it considers inappropriate or against the objectives of the Parish Council.
- The Parish Council also reserves the right to reduce the award made. The Parish Council will not guarantee the awarding of a grant to a single organisation on an annual basis.

POLICY DRAFTED: April 2024

ADOPTED: 20<sup>th</sup> May 2024

REVIEWED: 8<sup>th</sup> May 2025 (AND AGREED)

## **GRANT APPLICATION FORM**

Please continue on a separate sheet if necessary.

If you would like a Word version of this document, please contact the Clerk.



**Your organisations name and address:**

**Main contact:**

Name, telephone number & email address.

**Postal address for correspondence:**

**Please confirm the type of organisation:**

(charity, not-for-profit, voluntary group etc)

**What are the main activities and objectives of your organisation?**

**Current Membership & Fees**

How many members does your organisation have, and how much are the membership fees (if any).

If you are not a Vigo based organisation, please provide details of what percentage of your members are Vigo residents (this will need to be evidenced).

**Annual Income & Current Financial State:**

**Please give details of why you are applying for a grant:**

**How will any grant money be used as a benefit to the Vigo Community?**

**Is this application part of a larger project? Have you sought funding from other sources?  
If so, please give details:**

**How much grant funding are you applying for from the Parish Council?**

**Please give your bank account details:**

We reserve the right to ask for a copy of your latest bank statement. Money will only be paid into the organisations bank account, not an individual account.

BANK NAME:

ACCOUNT NAME:

SORT CODE:

ACCOUNT NUMBER:

**Any other information which may be useful in support of your application:**

**Signed:**

**Name:**

**Position in organisation:**

**Date:**