

SPRINGFIELD PARISH COUNCIL



GRANT FUND

GUIDANCE

Springfield Parish Council,
St. Augustine's Way,
Springfield, Essex
CM1 6GX

Telephone 01245 466313

Reviewed February 2018
February 2019
Sept 2021
Sept 2022

Next review Sept 2023

Introduction

Each year Springfield Parish Council set aside a sum of money for the purposes of grant funding to local groups. This information will help guide you through the process of knowing whether you are able to apply for funding. You are advised to read this information prior to competing a written application (on blue paper).

Funding via this grant scheme is for the benefit of people who live within the parish of Springfield. Consideration will be given to applications from groups, charities and non-profit making organisations that provide a service within that community.

Is your group solely a profit making organisation or part of a statutory government body?

Does your group operate within Springfield Parish or benefit a number of people who live there?

If the answer is No

It is unlikely you will be eligible for a grant

If you are a not for profit organisation or a registered charity read on as you may be eligible for a grant

Grant Criteria Check List

- Your group / organisation must be a charity, voluntary or non-profit making organisation.
- The group / organisation must benefit people who live in Springfield, Essex (your group may operate outside the parish boundary but a number of attendees / beneficiaries must live in the parish).
- A clear explanation of how the project will provide benefit to the community of Springfield will be required.
- No more than one application in each financial year will be considered from a group or organisation.
- Only in exceptional circumstances will a grant of more than £3,000 be awarded.
- Evidence of project costs will be required.
- Applications must be submitted to the Parish Council Office by the end of December in any year.
- All information requested on the application form must be completed.

Terms & Conditions of Grant

- 1 The group must be able to provide at least one of the following:
 - Copy of a formal constitution
 - A set of audited annual accounts (where a group has operated for more than one year)
 - Evidence that a governing committee is in existence and meets at least three times a year.
 - A document detailing the organisations long-term aims and objectives.
- 2 Details of the organisations staffing / volunteer structure and whether they receive a salary or remuneration of any kind.
- 3 The number of people within the parish the grant is expected to benefit.
- 4 Suitable evidence of spending any grant awarded must be submitted to the Parish Council Office (e.g. receipted invoice) within a maximum of six months.
- 5 Any grant not utilised for the purposes specified in the application form will be returned to the Parish Council.
- 6 Any grant awarded must be spent within two years of date of receipt unless special authorisation has been given by the Parish Council to extend this period.
- 7 The organisation making the application must nominate a responsible person to be their group representative/ correspondent.

Reviewed February 2018
February 2019
Sept 2021
Sept 2022