



# FRAMPTON COTTERELL PARISH COUNCIL

## COMMUNITY GRANTS SCHEME

### GRANTS POLICY

1. Frampton Cotterell Parish Council is empowered to award grants to groups running projects in Frampton Cotterell or benefiting the parishioners of Frampton Cotterell, for example:
  - play schemes
  - environmental improvements
  - youth projects
  - elderly persons groups
  - cultural activities
  - recreational activities
  - international links
2. Priority will be given to groups which benefit the parish of Frampton Cotterell and which demonstrate a long-term benefit to the community.
3. All applications must be accompanied by the Council's Grant Application Form which must be fully completed.
4. The scheme can offer support towards community-based projects that can usually be completed within a 12 month period.
5. Applications can only be accepted from non-profit making organisations and societies.
6. The Council would expect organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.
7. Grant applications should be for specific projects and not the general running costs of an organisation, unless this has been agreed in advance.
8. Requests for funds should be clearly seen to benefit a group of people living within the Parish of Frampton Cotterell.
9. For repeat applications detailed evidence must be included on how previous grants have been utilised.
10. Where the Council agrees funding for a specific project, proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds.

11. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant. The decision of the Council *not* to make a grant shall be final.
12. Applications, including all supporting documents, must be received no later than the closing date shown on the application form, preferably by electronic submission. The Council cannot take any responsibility for applications that have not been received for whatever reason.
13. Upon receipt of properly completed forms and all required attachments (preferably by electronic submission) the Council will consider all grant applications at the end of May each year. All applications will be considered by Frampton Cotterell Parish Council at a scheduled grants meeting during [June]
14. Grant applications are not normally considered in retrospect.
15. A condition of receiving a grant from Frampton Cotterell Parish Council is the completion and return of the application form **and** evidence of your organisation's current bank balance and a statement of income and expenditure for the last 12 months.
16. Please enclose a copy of your written constitution and Equal Opportunities statement with your application.
17. If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 3 months.
18. All opportunities should be taken to recognise assistance from Frampton Cotterell Parish Council. All printed material should include the following statement:  
*This group has received financial assistance from Frampton Cotterell Parish Council.*
19. You may in future be approached by Frampton Cotterell Parish Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
20. Please enclose with your grant form, evidence of the organisation's current financial status and a statement of income and expenditure for the last 12 month period.
21. Please complete all questions on the application form. If a question does not apply, then indicate this in your answer. Failure to give the relevant information may delay your application.
22. If you need further clarification or assistance in the completion of the application, then please contact the Parish Clerk.
23. Completed applications should be sent to the Clerk at: [clerk@framptoncotterell-pc.gov.uk](mailto:clerk@framptoncotterell-pc.gov.uk) or Frampton Cotterell Parish Council, The Brockridge Centre, Woodend Road, Frampton Cotterell, Bristol, BS36 2LQ.