

# ALVELEY AND ROMSLEY PARISH COUNCIL

## GRANT AID POLICY

Alveley and Romsley Parish Council is mainly funded by Council Tax payers through the Precept. The Council has a duty to ensure that its resources are used to the benefit of the residents of the parishes of Alveley and Romsley, including Tuckhill and Six Ashes. Because public money is involved, it is necessary that grant applications are seen to be decided against a published policy and set of criteria. Lastly, the Council must demonstrate a clear audit trail as to how grants are spent.

The Parish Council has a small budget for grant aid to voluntary and community groups that serve the people of Alveley and Romsley. Voluntary and community groups are defined as non-profit organisations, including charities, set up and run by voluntary and unpaid management committees or trustees.

The Council has approved the following Application Form and Terms and Conditions of Grant Aid, which apply to all grant applications.

Before any grant aid is approved the signed Application Form must be completed and the required information attached. If any part is incomplete there will be a delay. The Clerk will be happy to give further information, help and advice if required.

All applications for grants are considered by the full Council in public so that the process can be seen to be completely open.

The guiding principles are:

- The Parish Council is responsible for public money and has a duty to ensure proper expenditure and that all grants money is properly accounted for.
- The Parish Council is committed to an open, fair and easily understood process, which is carried out in public.
- Grant aid will be for the benefit of the people of Alveley and Romsley Parish.
- Help will be given to eligible applicants whose financial arrangements are sound and who can demonstrate a clear need for grant aid to finance a particular project or programme.
- Funding from other sources will be viewed positively and, when considering applications, evidence may be sought that alternative funding sources have been fully explored.
- Only one grant will normally be given in one financial year (April to March).
- There should be no presumption that grant aid will continue on a year to year basis.
- Grant will not normally be given to cover administrative costs, or to meet unexpected financial shortfalls, or to fund work that has already been done.
- Groups requesting grant aid should demonstrate equality of opportunity. They will show fair treatment without discrimination. This includes, but not exclusively, inappropriate treatment on the basis of age, disability, gender re-assignment, marriage and civil partnership, sex (gender), pregnancy and maternity, race, religion or belief and sexual orientation. (as set out in the Equality Act 2010)

The original policy statement was approved by the Council on 4<sup>th</sup> December 2018

ALVELEY AND ROMSLEY PARISH COUNCIL

**GRANT APPLICATION FORM**

(Please write in black as this form has to be copied)

NAME OF INDIVIDUAL/GROUP/ORGANISATION \_\_\_\_\_

HEADQUARTERS/MEETING PLACE \_\_\_\_\_

POST CODE \_\_\_\_\_

WEBSITE ADDRESS (IF APPLICABLE) \_\_\_\_\_

EMAIL ADDRESS (IF APPLICABLE) \_\_\_\_\_

**DETAILS OF GRANT**

Please explain the purpose of the grant and how it will be spent. If the grant is to be used to fund part or all of a project or programme, please attach the project brief, specification or outline.

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Total Cost of Project £ \_\_\_\_\_

Your Contribution £ \_\_\_\_\_

Contributions from other sources (please specify)

..... £ \_\_\_\_\_

..... £ \_\_\_\_\_

Amount requested from Parish Council £ \_\_\_\_\_

Name on bank account to which grant should be paid

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**You must supply** the following with your completed application form:

Applications will only be considered when the information listed at 1 to 4. has been provided.

1. **A copy of any quotes/estimates relating to your application;**
2. **A copy of your constitution or set of rules;**
3. **A copy of your group's last full year's audited accounts;**
4. **A copy of your group's most recent bank statement(s) for all accounts held;**
5. Any additional information you wish to provide.

Please indicate also:

The expected number of people living in Alveley and Romsley (including Tuckhill & Six Ashes) who will benefit from the grant

(please tick)

Aged Under 18	Less than 10	10 – 50	Over 50
Aged 18-64	Less than 10	10 – 50	Over 50
Aged 65 or over	Less than 10	10 – 50	Over 50

If other individuals or groups will benefit from the grant, please give brief details \_\_\_\_\_

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What is the nature and likely duration of the benefit \_\_\_\_\_

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and the date by which the grant will be fully spent \* \_\_\_\_\_

CONTACT PERSON AND PERSON TO RECEIVE GRANT CHEQUE (if different from above)

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ADDRESS (if different from above) \_\_\_\_\_

POST CODE \_\_\_\_\_

TEL. NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

PLEASE SEND YOUR COMPLETED GRANT APPLICATION TO:

David Rawlinson Clerk to Alveley & Romsley Parish Council, 1 Bridge Road, Alveley, WV15 6JN  
Tel. 07711788782

This form may be emailed with an email (or electronic) signature to:  
[clerk@alveleyandromsley-pc.gov.uk](mailto:clerk@alveleyandromsley-pc.gov.uk)

THE PARISH COUNCIL MEETS MONTHLY SO PLEASE ALLOW AT LEAST 5 WEEKS FOR YOUR APPLICATION TO BE DEALT WITH.

PLEASE READ THE POLICY STATEMENT ON PAGE 1 AND THE TERMS AND CONDITIONS OF GRANT SUPPORT BEFORE COMPLETING YOUR APPLICATION.

**TERMS AND CONDITIONS OF GRANT SUPPORT**

1. Grants will not be made to individuals but only to organisations/groups that benefit or support residents of Alveley and Romsley (including Tuckhill and Six Ashes).
2. Grants will not be paid to a named individual, but only by cheque to a named organisation which must hold a bank account in its own name.
3. Groups receiving grants must acknowledge that the grant was given by Alveley and Romsley Parish Council in any publicity or report, including press release, newsletter, annual report or balance sheet.
4. Any group receiving a grant should notify the Clerk to the Parish Council once a grant has been fully spent, or if any grant remains unspent beyond the date specified above \*.
5. Grants may only be used for the purpose for which they were given.
6. Normally the Parish Council will not award a grant for any project that has started or for any equipment already purchased.
7. It is the responsibility of the applicant to ensure that any equipment or activity supported by Parish Council funding complies at all times and in full with current health and safety regulations and is fully insured against accident or injury to users or third parties.
8. If any grant or part of a grant is not spent it must be returned to the Parish Council.
9. The Parish Council reserves the right to inspect receipts or other supporting vouchers for items purchased or work carried out using grant monies.
10. The Parish Council may require a short report of how the grant is supporting or has benefited people who live in Alveley and Romsley. This may be in the form of a presentation at the Open Forum at a Parish Council meeting.
11. The Parish Council reserves the right to require any grant to be repaid in whole or part should the Terms and Conditions of Grant Support not be met.
12. The Parish Council may attach additional terms and conditions to any grant.

**DECLARATION**

I, (name) \_\_\_\_\_ apply for grant support on behalf of \_\_\_\_\_

and accept the Terms and Conditions set out on Page 2, 3 and 4

Signed \_\_\_\_\_ Date \_\_\_\_\_ Position in Group \_\_\_\_\_

Form updated 01/2026