



**ALDERLEY EDGE PARISH COUNCIL**

## **Grants Awarding Policy**

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This Grant Awarding Policy was approved by Alderley Edge Parish Council at their meeting on 10th April 2017.

The Council has agreed that:

1. It has the Statutory Power to incur expenditure for the purpose indicated.
2. Grants will not be made payable to projects that discriminate on any grounds.
3. AEPC will not normally fund for-profit businesses or individuals. Individuals wishing for support must apply under the umbrella of a recognised community group or charity which is prepared to take full responsibility.
4. Requests should only be considered from local organisations or local branches of national organisations where evidence of local involvement can be provided (except in exceptional circumstances). For the purposes of this policy 'local' should be taken to mean having a significant presence within Alderley Edge Parish, either through the organisation's activities or its membership, or preferably both.
5. No grant funds awarded can be held over as part of a long-term funding strategy – the application must be justifiable to AEPC as a distinct project.
6. Grants (or parts thereof) that are not used for the purpose provided within the agreed timescale (a maximum of 12 months unless otherwise agreed), must be returned to Alderley Edge Parish Council.
7. Where the applicant is part of a regional, national or international organisation, no grant funding can be remitted to the parent organisation.
8. Applicants should provide details of all officers of the organisation, e.g. Directors, Chairperson, Vice-Chairperson, Secretary and Treasurer etc, and company number, or charity number as applicable.
9. Applicants should provide a mailing address and designated contact details.
10. Organisations requesting donations should be asked to submit a copy of their audited accounts for the last 12 months or failing that, their most recent accounts.
11. Organisations that have only recently set up and do not have audited accounts should not be discouraged from applying but should provide a financial statement regarding their proposed budget instead.
12. Organisations applying should identify the specific use for the donation and the residents who would benefit from the donation.
13. In the case of sponsorship by the Parish Council of an event, that event should be promoted as being sponsored or co-sponsored by Alderley Edge Parish Council. In addition, any grantee should acknowledge the support of the Parish Council through a press release or other form of publicity.
14. Applications should be supported by relevant documentation specifying the charitable/community support aims and objectives of the applicant, e.g. a copy of the group's constitution, etc
15. Incidental expenses, such as refreshments, travel and accommodation will not normally be funded.
16. AEPC will normally require an 'Outcomes Report' to be completed at an appropriate time, describing the actual outcomes of the project, to help AEPC assess whether the 'community' aims of its grants scheme is delivering appropriate results.