



REVENUE SUBSIDY GRANTS

POLICY AND GUIDANCE

1. Skelton Parish Council may award a revenue subsidy grant to local organisations who have charitable objectives and operate on a not-for-profit basis.
2. Revenue subsidy grants are to help organisations meet their ongoing/running costs.
3. NB: In this context local means that the organisation is based within the parish of Skelton or it provides services/activities that benefit Skelton residents, tourist economy and/or businesses.
4. Monies awarded through this process are drawn from a limited budget and organisations are limited to one application per year. The application should be supported by information on how the balance of funding is being met.
5. Grant applications will NOT be considered from:
 - Private business ventures
 - Other local authorities
 - Any political body Pressure or lobbying groups
6. The Parish Council will not make revenue subsidy grants to organisations whose accounts are not in good order.
7. Other than in exceptional circumstances the Parish Council will not fund:
 - Organisations which are properly the subject of statutory funding
 - Retrospective applications
8. The Parish Council requires any organisation applying for a grant to comply with the spirit and the letter of the law in respect of providing an equal and non-discriminatory service to all eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a revenue subsidy grant, or if a revenue subsidy grant has already been offered will result in the offer being rescinded.
9. Applications must be submitted on the form provided and be accompanied all the relevant documents including financial information.

10. Applications submitted without the required supporting documents will be returned and only considered when ALL the required information is submitted.
11. The following documents/information should accompany the grant application form:
 - (a) For all organisations which have been in existence for longer than 12 months a copy of the organisation's latest audited accounts and balance sheet must accompany the application. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant must be submitted instead. Where such statements have both been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors. The statements must show the total balance of funds for the organisation.
 - (b) The estimated income and expenditure for the year in which the funding is requested and any relevant information on how the amounts have been calculated.
 - (c) A copy of the organisation's constitution or rules
 - (d) Bank details
12. Applications will be considered by the Parish Council. Members will be provided with a copy of the revenue subsidy grant application and supporting documentation. The Committee may request representatives of an organisation to attend a meeting to make a presentation on the work of their organisation and / or their application. Council and Committee meetings are open to the public and there is a section available for public questions.
13. All applicants will be informed in writing of the Committee's decision regarding their revenue subsidy grant application.

FOR MORE INFORMATION PLEASE CONTACT:

Parish Clerk, Skelton Parish Council, 5 Lark Field, Penrith, Cumbria, CA11 7NY

Tel: 01768 863900

Email: clerk2skeltonparishcouncil@outlook.com

GRANT APPLICATION FORM

1. Your organization

Name of your organization

What is the legal status of the organisation?

In which year did the organisation start up?

Does it have a formal constitution?

Briefly describe the aims, objectives and activities of the organisation in no more than 200 Words.

2. Name of Contact and Position in the Organisation

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3. Address for correspondence

Address:

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Telephone:

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Email:

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4. Tell us about your project

- **What are you applying for?**
- **Why do you need, this grant?**
- **Who will benefit?**
- **What do you hope to achieve?**
- **How many people will benefit?**
- **Have you received a grant from Skelton Parish Council before? If “Yes” when? And how much?**

5. Project Details

Intentionally blank – please respond to the questions in part 4

6. Is there any other information you wish to give?

7. Bank Details

Is your bank account in the name of your organisation and does it require at least two signatories? YES/NO

Name of your account:

Sort Code:

Account number:

Branch Address:

8. Checklist

Before signing please ensure that:

- You have answered all the questions and signed the declaration.
- You have enclosed a copy of your latest annual report.
- You have enclosed a copy of your latest audited accounts.
- You have enclosed your bank details.

DECLARATION

I _____ (Print your name)
am an authorised representative of
To the best of my knowledge the information provided is correct.

If Skelton Parish Council agrees to make a grant this will be used exclusively for the purposes described in this application.

Signed:

Date:

Position in organisation:

When the application form has been completed an authorised Trustee or Official of the applicant organisation must sign the declaration below. All applications must be sent only by **post** to:-

Skelton Parish Council, 5 Lark Field, Penrith, Cumbria, CA11 7NY
Tel: 01768 863900 Email: clerk2skeltonparishcouncil@outlook.com