

Grant Guidance Notes

Gilberdyke Parish Council awards grants to voluntary organisations and community groups that, in the opinion of the Council, are in the interests of the parish and will benefit residents in a manner commensurate with the expenditure and where financial need is demonstrated.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Council.

Eligibility

You can apply if you fit the following criteria:

- You are a not-for-profit organisation operating for the benefit of the community in the parish of Gilberdyke.
- You have a constitution or set of rules.
- You have a bank or building society account with at least two signatories.

The Council will not fund:

- Loan repayments.
- Retrospective applications where the activity or project has already been carried out.
- Religious or political activities unless unrestricted community benefit can be demonstrated.
- Applications for the benefit of an individual.
- Any organisation that has received a grant from the Council within the current financial year.
- Any organisation whose aims the Council considers to be working within a business or profit making remit.

Amount of grant:

Applications up to £10,000 will be considered, however the average allocation is between £250 and £500.

Applicants will be required to meet a significant proportion of the estimated cost of the project, service or activity.

Conditions

If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation shall be required to repay the grant.

The organisation shall supply copies of the latest set of its accounts together with any other financial information the council may need.

The organisation should supply such information as the Council may request regarding the impact of the project on the parish of Gilberdyke or its inhabitants.

Recognition of the grant from the Council must be made in any publicity.

If the grant awarded exceeds £500 a written report of how that money has been used must be provided to the Parish Council within six months of the grant being awarded.

If the grant that you are requesting exceeds £500 then you must provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

You can only apply for grant if you have a bank or building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Application process

How to apply:

The easiest way to apply is using the Council's [online Grant Application form](#)

A paper copy of the Grant Application form can be requested from the Clerk:

either by email to:

clerk@gilberdyke-pc.org.uk

or by post to:

53 Carter Street

Howden

Goole

DN14 7GP

Completed applications should be sent to the Clerk.

You may be expected to attend the Parish Council meeting to provide any additional supporting information and answer any questions the Council might have.

When to apply:

Applications for grants between £501 and £10,000 (the current maximum) open on 1 April annually and close on 30 June annually. Any such applications will be considered by the Council at the July Parish Council meeting.

Applications for grants of £500 or lower will open on 1 September annually and close on 31 November annually. Any such applications will be considered by the Council at the next available Parish Council meeting.

Applicants will be notified of the Council's decision on their application within one month of the meeting of the Council that considered the application.

How is an application considered?

The Council will consider applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively your group will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source.
- How the group is managed.
- How the grant positively benefits residents residing within this parish.