



## RUSTINGTON PARISH COUNCIL

### GRANTS TO LOCAL ORGANISATIONS CRITERIA

**THE FOLLOWING CRITERIA ARE APPLICABLE WHEN CONSIDERING GRANT APPLICATIONS:**

#### **Rustington Applications**

1. Grant applications will only be considered from Clubs, Societies, Community Groups and Organisations that are Rustington based OR who operate a Service in Rustington that brings significant benefit to the Parish.
2. Clubs, Societies, Community Groups or Organisations must demonstrate the level of benefit that their service will bring to Rustington and its residents.
3. Funding will be awarded proportionally to reflect the percentage of Rustington residents supported.

#### **One Application per year rule**

4. Only one grant application will be considered for any Club, Society, Community Group or Organisation in any one financial year.

#### **Supporting Documentation**

5. Clubs, Societies, Community Groups and Organisations must submit constitutions, rules or other governing documents, names of Officers and Annual Accounts.
6. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
7. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished because of the award.

#### **Intended use of Grant**

8. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
9. There shall be no change to the intended use of the grant without express written authority of the Parish Council.
10. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Parish Council.



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#### General Criteria

11. No grant shall exceed 20% of the grants budget allocated by the Parish Council
12. The recipient shall acknowledge Rustington Parish Council as funders on all correspondence and publicity material or display the Parish Council's logo on any items purchased in recognition of the grant funding from the Parish Council.
13. No grant will be considered for private, commercial or closed clubs, societies or organisations.
14. All other sources of funding must be declared at the time of the application.
15. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
16. Where funding is given for an event the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Parish Council cannot be held responsible or liable in any capacity.
17. Rustington Parish Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
18. The Parish Council makes grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Parish Council will take into account the objectives of an association and the wider community benefit for Rustington arising from the grant when assessing its priorities.
19. Grants will normally only be made to non-profit making organisations supported by unpaid volunteers.
20. Grants will not be made towards salaries for the payment of staff.

Completed Application forms and supporting information should be sent to:

Rosie Costan, Deputy Clerk of the Council, Rustington Parish Council, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

*Please Note: Applications for Grant Assistance are considered, mainly, at the June Meeting (with some in February) of the Finance and General Purposes Meeting and recommendations of that Committee will be subject to formal ratification at the June (February) Council Meeting. All applicants will be advised of the Council's decision as soon as possible after the aforementioned Council Meeting.*