

**EMBERTON PARISH COUNCIL
SOLAR FARM COMMUNITY FUND
SMALL GRANT POLICY (UP TO £1,000)**

1. ADMINISTRATION

- 1.1 The awarding of grants is delegated to the Solar Farm Community Fund Committee (hereinafter referred to as “the Committee”).
- 1.2 The Committee shall meet quarterly in October, January, April and July and shall be governed by the parish council’s Standing Orders.
- 1.3 In summary, the award of grants shall be for:
The benefit of the community of Emberton and Petsoe End.
The provision and promotion of entertainment, arts and crafts, sports, leisure and amenities.
The provision of open space or amenity area planting.
The provision of events that enhance the community as a whole.
- 1.4 Applications for sums up to £1,000 will be considered on merit. Grant applications will not be accepted for routine maintenance but for improving and enhancing.
- 1.5 In each new financial year the committee may consider re-applications that were refused in the previous year.
- 1.6 All grant applications must be made on the appropriate form and supported by at least two estimates for cost of project where appropriate.
- 1.7 Applications from organisations must be presented by an officer or official of that organisation making the application.
- 1.8 Applications from individuals will also be considered subject to the application meeting the criteria in 1.3 above.

2. CONDITIONS

- 2.1 All grant applicants are bound by the conditions set out in this policy.
- 2.2 Grant application must demonstrate benefit to the parish or its inhabitants.
- 2.3 Application must be supported by financial data of the organisation. The Committee reserves the right to determine the application based on the financial information provided by the applicant.
- 2.4 Grants will not be awarded retrospectively.
- 2.5 Grants must be used for the purpose declared.
- 2.6 All grant monies must be accounted for and evidence of expenditure (invoice) will be required. An End of Grant Report Form must be submitted within 30 days of the completion of the project.
- 2.7 Any grant money not used for purpose within 12 months shall be returned.
- 2.8 Recipient organisation or individual will acknowledge the grant made, by including “supported by Emberton Parish Council solar farm community fund” in any communication or publicity.

3. ELIGIBILITY

- 3.1 Grants will not be made to:
 - Commercial organisations other than in exceptional circumstances as agreed by the Committee at the time.
 - Political or quasi political groups.
 - Organisations located outside the parish unless there is specific proof of benefit to Emberton or its residents.

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SOLAR FARM COMMUNITY FUND
SMALL GRANT APPLICATION (UP TO £1,000)**

	Description	Detail
1.	Name, (either individual or organisation) and contact details of applicant	
2.	Project title eg Purchase of equipment.	
3.	Description of project, eg Activity Equipment	
4.	Statements relating to your project; The benefit of the community of Emberton & Petsoe The provision and promotion of entertainment, arts and crafts, sports, leisure and amenities The provision of open space or amenity area planting The provision of events that enhance the community as a whole	Please circle all that apply <div style="text-align: right;"> Y/N Y/N Y/N Y/N </div>
5.	Who will benefit from your project and how?	
6.	What are the consequences of not undertaking the project and the impact on the community?	

7.	How will the sustainability of the project be ensured after completion?	
8.	Location of project.	
9.	Name and position of person in organisation responsible for the project.	
10.	Total cost of project. Please provide itemised breakdown of costs (minimum of two estimates)	
11.	Amount of this application. Max £1,000	
12.	How will you fund the balance? Please provide details of other grants applied for, or own funds.	
13.	Please provide financial details of your organisation (if applicable) in the last financial year or past 12 months	Income Expenditure From: To:
14.	How much money do you currently hold in free reserves? (Money you have as an organisation that does not have another specific purpose)	£
15.	What form of publicity will be used for this project?	

FOR PARISH COUNCIL USE ONLY

DATE APPLICATION RECEIVED

APPLICATION STATUS – APPROVED REFUSED