

Urchfont Parish Council Financial Assistance Policy and Procedure

This policy supersedes the Urchfont Parish Council Grant Award Policy with effect 1st April 2017.

Urchfont Parish Council is committed to supporting and strengthening initiatives that help to make a positive difference to the Parish. The Parish Council will support initiatives both financially and in an advisory capacity where appropriate and practical. However, the Parish Council has limited funds which must be used in the best possible value for money way for the Parish community as a whole and so financial assistance will, from financial year 2017/18, be awarded by means of the UPC internal "project" process.

At the discretion of the Parish Council, financial assistance will be awarded to an initiative proposed by an organisation/group based in or directly serving the Parish of Urchfont if:

- There is a clear and justifiable need.
- The Parish as a whole will be seen to benefit.
- The financial assistance is for a capital project only.
- The project has a clear plan and resources to implement and maintain the asset as necessary.
- As a guideline, the maximum contribution will be £2,000 and not exceed 50% of the total cost.

The Approval Process

An organisation or group should:

- approach the Parish Clerk for initial guidance;
- gain the support of a Parish councillor willing to sponsor the proposed "project";
- complete the UPC application form obtainable from the website
- work with the sponsor to present the outline project proposal to the Parish Council for provisional approval;
- create a fully costed project plan for the sponsor to present to the Parish Council, in order to gain full approval.

Timing

- Applications can be made at anytime as funds will be awarded from the current year's project budget.

Other Procedural Notes

- The Sponsor is to follow all UPC project processes and financial policies.
- Projects will not be approved retrospectively.
- Organisations should not perceive this policy as a source of regular income.
- If completion of a project or activity is predicted to span more than one financial year, a clear forecast will be needed of when whole or phased funding is required.

- The Parish Council must be credited in any publicity arising as a result of the project.
- This policy and procedure be publicised through Redhorn News and the web-site www.urchfont-pc.gov.uk/ParishCouncil
- The project proposal will need to provide details as follows:
 - aims and purpose of the organisation / group making the proposal;
 - membership numbers of that organisation / group;
 - specific project or activity for which the assistance is intended;
 - an outline plan for completing the project/activity including start and end dates, dependencies, specific elements to be included and, where appropriate, phased funding requirements.
 - how the project will benefit the Parish community;
 - anticipated overall cost of the project;
 - UPC Financial Assistance amount applied for;
 - other sponsors / fund raising activities / grant awarding organisations who have or are likely to contribute; and
 - demonstrate a clear need for funding to complete the project/activity.
- Organisations will be required to provide a copy of their previous year's accounts and, for new initiatives, a budget forecast.
- All applicants will be contacted within two weeks of the final Parish Council decision. The Parish Council decision will be final and not open to appeal.
- If anticipated project costs exceed £1000, three quotes for the proposal are to be presented.
- Invoices to support an approved project together with the claimant's bank account details are to be submitted to the clerk for payment of the approved Financial Assistance award.
- Applicants are required to complete a report (UPC Form) on completion of a project which has been the subject of a Financial Assistance award or at the end of the financial year in which the award has been made if the project is not completed.

Exceptions

Exceptionally, applications for financial assistance in aid of a specific emergency will be accepted, considered and approved by the Parish Council at any time subject to available funds and the strength / detail of the case being made.