

## RIPPONDEN PARISH COUNCIL

### PARISH GRANT/DONATION SCHEME – TERMS OF REFERENCE

These terms of reference are agreed annually by the Parish Council

1. Groups within the parish can apply for funding. Those outside the parish who can demonstrate a significant benefit to the residents of the parish may also be considered.
2. The scheme will support both capital and revenue projects. The maximum amount of grant will be determined by the Council within the limits of its budget.
3. Groups must apply to the fund using the agreed application form.
4. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent audited accounts
  - b. A copy of the constitution or rules of the group
  - c. Copies of 3 most recent bank statements
5. There are no deadlines for application but the Council will normally advertise availability of the scheme two months in advance via the council's website.
6. Annually the Council sets a budget for Section 137 grants under the Local Government Regulations 1972.
7. Groups can apply once per year but may bid for a number of elements of a project in the application.
8. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Where partnership funding is being sourced outside the parish, the council will need to see that such funding has been secured prior to awarding a grant.
10. Retrospective applications (ie for projects already completed) will not be considered.

Date: 14<sup>th</sup> March 2013

Reviewed: 30<sup>th</sup> October 2018