



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Small Grant Awards Policy

Approval Date	April 2024
Review Date	April 2026

1.0 Introduction

1.1 The Policy aims to ensure that the Parish Council has an equitable and transparent Small Grants Award Scheme which is easy to administer and to use.

1.2 The Council will use its Small Grant Awards to build community capacity and will distribute funds in a way that delivers maximum impact.

2.0 General

2.1 Grants will be awarded on the basis of need, merit, contribution to the local community, and availability of funds.

2.2 Applications must be made on the Small Grant Award Application Form.

2.3 Applicants must clearly demonstrate how any grant will benefit people and organisations within Upton or how it will benefit the local environment.

2.4 Applications demonstrating collaborative working with other groups and organisations will be particularly welcome.

2.5 The Council reserves the right to request to see an organisation's accounts and any other supplementary information to support an application.

2.6 Applications will be considered at least on a quarterly basis by the Council's Community Engagement Committee, but applications are welcome at any time.

2.7 The Council will record any Small Grant Award spending under the appropriate spending power such as Section 137.

2.8 The Council will aim to reach as many eligible organisations as it can with a robust publicity campaign.

3.0 Who can apply?

3.1 Applications are welcome from voluntary groups, community groups and other organisations based or working within the Upton By Chester and District Parish boundary.

3.2 Groups and organisations should preferably have a constitution, and bank account in the name of the organisation, but the Council will consider awards to organisations who do not meet these criteria.

3.3 Grants cannot be made to individuals.

4.0 Expected uses of Small Grant Awards

4.1 To support Upton's voluntary groups, community groups and other organisations to increase their impact in the local area.

4.2 To support organisations which meet the needs of local people experiencing social and economic difficulties.

4.3 To improve or enhance the Upton environment.

4.4 To ensure equality of access and opportunity for all Upton residents to local services.

5.0 Exclusions

5.1 Eligible organisations can only apply for one grant per year for the same project/activity.

5.2 Grants cannot be used for a purpose for which statutory funding is already provided.

5.3 Grants cannot be used by political groups or for activities promoting political beliefs.

5.4 Grants cannot be used for the promotion of religious beliefs.

5.5 Grants cannot be applied for retrospectively.

6.0 Monitoring

6.1 Upon completion of the project or activity, the Council requires the submission of a monitoring form explaining how the funding was used and the impact it had.

6.2 Groups and organisations are asked where possible to acknowledge the support of the Council in their publicity material.

6.3 If for any reason a Small Grant Award is unable to be spent, funds will be returned to the Council.

6.4 The Council reserves the right to request a Small Grant Award back if grant conditions are not met.

6.5 There can be no presumption that funding will continue on a year-to-year basis.



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

SMALL GRANT AWARDS APPLICATION FORM

Project Title:			
Organisation Name:			
Lead Contact:			
Organisation Address or c/o Address:			Post Code
Email Address:			
Contact Number(s):			

Does your group have a constitution?	Yes / No	If yes, please enclose.
Are you a registered charity?	Yes / No	Charity no. if applicable:
Does your organisation have a bank account?	Yes / No	
What date did your group start?		
What services or projects does your organisation already provide in Upton?		

Project Description

Please set out what you would spend a Small Grant Award on:	
How will this Small Grant Award benefit the Upton community or the local environment?	
Please explain who will benefit most from the project:	
When do you expect your project to start and end?	

Project Costs

Item Description	£
TOTAL	£
Contributions secured from others – please describe:	£

Please sign on behalf of the organisation

I confirm that I have authority to sign this application form, and have included all relevant and accurate information.	
Name:	
Position:	

Signature:	Date:
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Small Grant Awards Application Form Guidance:

If you have any questions, please contact the Parish Clerk who will be happy to advise: clerk@uptonbychester.org.uk or telephone 01244 374054.

Eligibility

Applications are welcome from voluntary groups, community groups and other organisations based or working within the Upton By Chester and District Parish Council boundary.

Groups and organisations should preferably have a constitution and bank account in the name of the organisation, but the Council will consider awards to organisations who do not have these.

Grants cannot be made to individuals.

Eligible organisations can only apply for one grant per year for the same project/activity.

There is no presumption that funding will continue year on year.

The Council expects applicants to demonstrate how a Small Grant would achieve one or more of the following outcomes:

- Increased impact of Upton's voluntary groups, community groups and other organisations within Upton.
- Support of organisations which meet the needs of local people experiencing social and economic difficulties.
- Improving or enhancing the Upton environment.
- Ensuring equal access and opportunity for all Upton residents to local services.

Upon completion of the project the Council requires the submission of a monitoring form explaining how the funding was used and the impact it had.

Amount of Award:

For 2024/25 the Council has set aside up to £4,000 to disburse as Small Grants.

The Council aims to ensure that the Small Grants deliver maximum impact. It may award a number of small grants or two to three larger ones, depending on the nature and range of the applications it receives.

Selection criteria:

Grants will be awarded on the basis of need, merit, contribution to the local community, and availability of funds.

Applicants must clearly demonstrate how a grant will benefit people within Upton or how it will benefit the local environment.

Applications demonstrating collaborative working with other groups and organisations will be particularly welcome.

The Council reserves the right to request to see an organisation's accounts and any other supplementary information to support an application.

Exclusions

Grants cannot be used for a purpose for which statutory funding is already provided.

Grants cannot be used by political groups or for activities promoting political beliefs, or for the promotion of religious beliefs.

Grants cannot be applied for retrospectively.

How to Apply

Applications must be made on the Small Grant Awards Application Form.

Applications can be made at any time between 1 April 2024 and 31 March 2025.

The Council will consider completed applications at least once every three months.

Please state if you need your application looking at by a certain date.

Please submit completed forms to clerk@uptonbychester.org.uk

Or to:

Upton by Chester and District Parish Council, Upton Pavilion, Wealstone Lane, Chester.
CH2 1HD.

We will acknowledge receipt and let you know when your application will be considered.