

## CLAYTON PARISH COUNCIL

### RULES FOR ALLOCATION OF GRANTS TO LOCAL ORGANISATIONS

These grants are intended for things which are unlikely to find another form of funding and can be given to any person or group which has a project or need to hire/purchase an item to help with their work for the community.

There is NO minimum to the value applied for under this fund and the maximum value awarded is £4,000 (unless otherwise approved by the Parish Council).

To apply for a grant up to £500 you need to fill out a simple form explaining what you are doing along with a breakdown and costs of what you need the funding for.

To apply for a grant above £500 you will be asked to complete a more detailed form and for any single item within your costing over the value of £1,000.00 you may be asked to supply 3 quotes.

We may decide to provide you with items which you need rather than give you money.

If the grant required is part funding of a project, we need to know the total cost of the project and details of any other funding which you expect to receive for the project.

If you are applying for a grant in excess of £500 on behalf of a group/charity which is required to publish accounts, you should provide us with a copy of your last accounts. After the completion of the project, you will be required to supply us with actual costs as well as a description of the actual benefit of this project to the community.

The organisation must agree to acknowledge the contribution of Clayton Parish Council in any publicity material produced relating to the scheme supported.

We realise that some applicants may not have sought funding before. The following pages give notes on costing your project and on how to present your figures to the Parish Council or other funding body.

## **COSTING YOUR PROJECT**

Costing your project properly is time well spent and can be used as a tool to help in the success of your project. All you need to do is ask yourself some simple questions and the answers will give you the basis for your costing.

- What do I intend to achieve with my project?
- What items do I need to achieve this?
- Which can I hire, which must I buy?
- Do I need people to help?
- What will I need to provide for them?
- Do I need to follow any Health and Safety regulations or acquire any permissions?
- Do I need insurance?
- How much will it all cost?
- Will there be any income from the project?
- How much funding will I need?
- Where can I get it from?

Once you have answered these questions you need to be able to present your answers in a clear understandable way.

## 5-Step Approach

### Step 1

First you must make a list of your **EXPENSES**.

The best way to do this is to group your answers into some sort of order, e.g., posters, flyers, newspaper adverts could all be classed as advertising. It is not necessary to itemise everything, i.e., if catering, just enter the total that you would expect to spend on food, not each individual item. This is your **COSTING**.

### Step 2

Total up each group and then do a total. Remember, if the scheme is for a large project covering several items of expenditure, it may be wise to include a contingency fund of 10% of the total in a **GRAND TOTAL**

This is your **BUDGET**.

### Step 3

Next you need to list any **INCOME** that there may be from the project and decide if this can help fund any of the **EXPENSES**. If so take the total income from the total expenses – this will leave you with the amount that you need to complete this project. This amount will need to be met from your own resources or from funding. Decide on the most appropriate form of funding. You may wish to apply to a number of bodies for partial funding.

### Step 4

#### **KEEPING TRACK OF YOUR EXPENSES**

As the project progresses, note down what is actually spent in each group, keeping a running total for each group. You will then know if you have enough money to complete the project or if you need to make savings in some areas or look for more funding.

### Step 5

#### **ON COMPLETION OF YOUR PROJECT**

After the project is completed, fill in the actual **COSTS**. Write a short report on the benefit that your project provided. These two things will help you to see if your project was cost effective, if your costing was correct and may be useful in applying for future funding.