

## **Requests for financial assistance by voluntary, charitable and not for profit organisations operating within the Parish of Rowington**

Adopted by the Parish Council June 2018

Rowington Parish Council wishes to continue providing financial assistance to voluntary, charitable and not for profit organisations operating within the Parish of Rowington.

In order to be transparent and accountable, the Parish Council requests that the following procedures are followed:

1. Requests for financial assistance should be made in writing to the Parish Clerk accompanied by the most recent set of financial statements prepared by the requesting organisation. Draft or management accounts are acceptable.
2. The requesting organisation will be expected to attend a full meeting of the Parish Council in order to explain the request for financial assistance and to answer questions.
3. The Parish Council is prepared to consider both one-off requests for support and funding (usually linked to a specific project or need) and also, no more than once each year, a more general request for financial support.
4. Payments can only be made in accordance with the relevant statutory provisions and will be conditional on the requesting organisation providing satisfactory evidence of expenditure within 6 months of any payment being made. Subsequent requests for funding will be subject to further due diligence checks.
5. If funding is approved, it will normally be conditional on the requesting organisation providing at least the same amount of funds from its own resources, as is being provided by Rowington Parish Council.
6. Details of requests received and funding provided will be recorded in the minutes of the Parish Council.
7. Any requests for financial assistance should address the following questions:
  - a. Name of applying group and charity number if applicable
  - b. Full contact details including postal address, email address and phone numbers
  - c. How much money are you asking for? (including VAT if applicable)
  - d. Describe what you want the money for?
  - e. Over what period of time will expenditure occur?
  - f. Describe how much of your organisation's own money or resources you are contributing? (If none, please say why.)
  - g. Please provide details of other grants you have applied for and the results of those applications?
  - h. Describe the target group that will benefit from this expenditure?
  - i. What fund raising activities have occurred or are planned?
  - j. For projects involving external expenditure, have you obtained at least three competitive quotations for the work being performed?
  - k. How do you know there is a need for the work covered by your request for financial assistance? Please describe the supporting evidence.
  - l. How you will prove that the work has been done, and demonstrate the benefit achieved?
  - m. Please supply bank account details of the requesting organisation?