

Silverstone Parish Council

Grant Aid Policy

Policy Number	001
Version	V.2
Author(s)	Cllr Mohamad Djahanbakhsh Johan Baker-Smith – Clerk & RFO
Date Approved	10/02/2025
Review Date	3 years – February 2028

Version	Review Date	Comments
V.2	10/02/2025	Amendment to funding limits. Expansion of submission requirements.

Silverstone Parish Council - Grant Aid Policy

Aims

- To support organisations and interest groups within Silverstone Parish or those that benefit its residents, enhancing the quality of life in the community. Businesses and individuals are not eligible.
- To operate in alignment with the Parish Council's Financial Regulations and Financial Policies.
- To provide a clear, fair, and transparent framework for assessing and awarding grants.
- To ensure the Parish Council's funds are used effectively and in the spirit of Best Value.

Objectives

1. To evaluate grant applications based on clearly defined criteria without discrimination or bias.
2. To publicise the availability of grant funding through multiple communication channels, including the Annual Parish Meeting, noticeboards, newsletter, social media, and the parish council's website.
3. To encourage and prioritise projects that focus on community sustainability, community cohesion, leisure enhancement, infrastructure maintenance, and overall community well-being.
4. To monitor and evaluate the impact of grant funding to ensure accountability and value for money.

Policy Framework

Eligibility

1. Only non-profit organisations, community groups, and charitable organisations are eligible to apply.
2. Projects must directly benefit residents of Silverstone Parish.
3. Applicants must demonstrate financial need and provide evidence of attempts to secure other funding sources.

4. Applications will not be considered from:

- Political parties.
- Private individuals.
- Organisations promoting religious activities (except for projects of community benefit).

Assessment Criteria

Grant applications will be assessed and documented in Appendix 2, against the following criteria:

- A. Community Benefit (40%): The extent to which the project will improve the lives of parish residents.
- B. Financial Need (30%): Evidence of need and responsible financial management.
- C. Feasibility and Sustainability (20%): The practicality and long-term viability of the project.
- D. Alignment with Parish Priorities (10%): Relevance to key community priorities and objectives.

Funding Limits

Only one application per project per financial year will be considered. Multi-year funding may be provided for long-term projects, subject to annual reviews and performance evaluations.

Application Process

1. Submission Requirements:

- Completed grant application form - Appendix 1.
- Latest financial accounts and evidence of need:
 - Copy of groups constitution, terms of reference, governing document or set of rules
 - 3 months statements for all accounts and investments (must be in name of organisation)
 - Accounts & balance sheet (if available) as a minimum income
 - A clear budget breakdown of the project
 - If applying in relation to building works, to include proof of ownership or tenure of the site
 - Minimum 2 quotes for works (if applicable)
 - Copy of groups safeguarding policy/procedures

- Evidence of attempts to secure other funding sources
 - A clear statement of the project's purpose, intended outcomes and process and timing of how the benefits will be realised, measured and sustained.
2. Public Awareness:
- Grant opportunities will be advertised via the Parish Council website, newsletters, noticeboards, and social media channels.
3. Acknowledgement and Decision:
- All applications will be acknowledged within 10 working days of receipt.
 - Applications will be discussed as agenda items during a Parish Council meeting, when councillors will be asked to make a decision.
4. Notification:
- Applicants will receive a decision in writing within 10 working days of the Council's meeting.
5. Appeals and Feedback:
- Unsuccessful applicants may request feedback or appeal decisions in writing.

Post-Award Monitoring

1. Recipients must provide a report within 12 months, or earlier if stated as part of the decision, detailing how the funds were used and the outcomes achieved, in line with the benefit realisation process described in their application.
2. For multi-year grants, recipients must submit annual performance reviews.
3. The Parish Council reserves the right to request further evidence or conduct site visits.
4. Misuse of funds or failure to submit reports may result in future ineligibility.

Governance and Conflict of Interest

1. Councillors with a conflict of interest must declare this and abstain from discussions and decisions regarding the affected application.
2. All grant decisions will be recorded in the Parish Council minutes.

Equal Opportunities

The Parish Council is committed to ensuring that all grants are awarded in a manner that promotes equality, diversity, and inclusion. Applications will be evaluated without regard to age, disability, gender, race, religion or sexual orientation.

Review and Updates

This policy will be reviewed every 3 years to ensure it remains relevant and effective.

Approved on: 10 - 02 - 2025

Signed by Chairman:

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a cursive, somewhat abstract shape.

SILVERSTONE PARISH COUNCIL

GRANT APPLICATION FORM – Appendix 1

Please complete and return to:

Silverstone Parish Clerk
c/o Silverstone Recreational Association
Church Street, Silverstone, Northamptonshire NN12 8XA
Email: clerk@silverstone-village.co.uk

SECTION 1: APPLICANT DETAILS

Name of Organisation: _____

Registered Address: _____

Contact Name & Position: _____

Telephone Number: _____

Email Address: _____

Website (if applicable): _____

SECTION 2: ELIGIBILITY

(Please tick to confirm your eligibility)

- We are a non-profit organisation, community group, or charity.
- Our project directly benefits residents of Silverstone Parish.
- We have explored and/or secured other sources of funding.
- We are not a political organisation or an individual applicant.
- We have read and understood the Grant Aid Policy.

SECTION 3: GRANT REQUEST

Amount of Grant Requested (£): _____

Total Cost of Project (£): _____

Have you applied for or secured other funding? Yes No

(If yes, please provide details)

Date Funds are Required: _____

SECTION 4: PROJECT DETAILS

Project Title: _____

Project Start Date: _____ Project End Date: _____

Describe the purpose of the grant, intended outcomes, and how the project benefits the Silverstone community.

(Ensure alignment with community sustainability, cohesion, leisure enhancement, infrastructure maintenance, and overall well-being.)

How will the project's impact be measured and sustained?

SECTION 5: BUDGET BREAKDOWN

Please provide a breakdown of how the funds will be allocated.

Expense Item	Amount (£)
Total	£ _____

SECTION 6: SUPPORTING DOCUMENTS: All copies of Latest financial accounts and evidence of need as stated in in the 'Application Process'. Tick all that apply:

- Copy of groups constitution, terms of reference, governing document or set of rules
- 3 months statements for all accounts and investments (must be in name of organisation)
- Accounts & balance sheet (if available) as a minimum income
- A clear budget breakdown of the project
- If applying in relation to building works, to include proof of ownership or tenure of the site
- Minimum 2 quotes for works (if applicable)
- Copy of groups safeguarding policy/procedures
- Evidence of attempts to secure other funding sources
- A clear statement of the project's purpose, intended outcomes and process and timing of how the benefits will be realised, measured and sustained.
- Any additional supporting documentation attached.

SECTION 7: CONFLICT OF INTEREST DECLARATION

Are any members of your organisation affiliated with Silverstone Parish Council?

- Yes No. (If yes, please provide details)

SECTION 8: MONITORING & REPORTING AGREEMENT

If awarded a grant, we agree to:

- Provide a written report within 12 months detailing fund usage and impact.
- Participate in site visits or additional reviews if requested.
- Return any unspent funds if the project does not proceed as planned.

SECTION 9: DECLARATION

I confirm that the information provided in this application is accurate and that I have the authority to apply for funding on behalf of the organisation.

Signed: _____

Name: _____

Position: _____

Date: _____

For Office Use Only

Date Received: _____

Application Reference Number: _____

Reviewed By: _____

Decision: Approved Rejected

Comments: _____

Silverstone Parish Council Grant Evaluation Form – Appendix 2

Grant Application Reference Number: _____

Applicant Organisation: _____

Project Title: _____

Date of Evaluation: _____

Councillor Name: _____

Assessment Criteria

Each criterion should be rated on a scale from 1 to 5 (1 = Poor, 5 = Excellent). Add comments where necessary to support the score.

1. Community Benefit (40%)

- Does the project have a clear and significant positive impact on Silverstone Parish residents?
- Does it align with community needs and priorities?
- Are the beneficiaries well-defined?

Score (1-5): _____

Comments: _____

2. Financial Need (30%)

- Has the applicant provided sufficient financial information?
- Is there a demonstrated financial need?
- Have other funding sources been explored?

Score (1-5): _____

Comments: _____

3. Feasibility and Sustainability (20%)

- Is the project plan well-structured and achievable?
- Does the applicant provide a clear timeline and objectives?
- Are the expected benefits likely to be sustained over time?

Score (1-5): _____

Comments: _____

4. Alignment with Parish Priorities (10%)

- Does the project align with Silverstone Parish Council's priorities (e.g., sustainability, community cohesion, infrastructure, leisure)?
- Is the project complementary to existing initiatives?

Score (1-5): _____

Comments: _____

Overall Assessment

Total Score: _____ / 20

Does the application meet the grant policy criteria? Yes No

Recommendation: Approve Approve with conditions Reject

Conditions (if applicable): _____

Additional Comments: _____

Councillor Declaration

I confirm that I have evaluated this application in line with the Silverstone Parish Council Grant Aid Policy and to the best of my ability in an impartial manner.

Signature: _____ **Date:** _____