

## **GRANT AWARD POLICY: OLD CATTON PARISH COUNCIL**

**Old Catton Parish Council approves a budget each year for the purpose of allocating grants to local organisations/community groups**

### **How are grant applications considered?**

Grant applications are considered on the following basis:

- How well the grant will meet the needs of the people of Old Catton.
- How effectively the organisation/individual will use the grant.
- Whether the stated costs are appropriate and realistic.
- The level of other funds generated towards the project.
- The level of available reserves held by the applicant organisation.
- Whether the applicant could reasonably have been expected to raise sufficient funding from a more appropriate source.
- How an applicant organisation is managed.

### **Eligibility Criteria**

- Any grant application must be for a service of clear benefit to the people of Old Catton, or a group among the people of Old Catton (for example, disabled people living in the village).
- No grants will be made to private organisations operating as a business to make a profit or surplus, or operating for private gain.
- No grants will be made to political parties or to organisations intending to support or oppose a political party.
- Religious organisations may only apply for grant funding if that funding will be used for a project of clear benefit to the wider Old Catton community, irrespective of religious beliefs. Grant funding may not be used for the purpose of financially supporting worship or proselytization.
- Any organisation which applies for grant funding must have a written Constitution which has been formally adopted by its members. It must also have a bank account in its own name, with two authorised representatives to sign each cheque.
- Organisations applying for grants must provide audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years. Newly-formed organisations must provide a comprehensive budget and business plan.
- Financial support from the Council must be acknowledged on all publicity and printed material.
- Applications may not be made to cover money already spent.
- A final statement of progress made against the aims specified in the grant application must be submitted to the Council before the end of the financial year in which the grant was awarded.
- Should the grant not be spent, or be spent on any purpose except that for which it was awarded, it may be reclaimed by the Council.
- Organisations must comply with all relevant legal and statutory requirements. In particular they must be committed to equal opportunities and must, if they work with children and/or vulnerable adults, have relevant and up-to-date policies and procedures in place.
- An individual may apply for a grant as long as it will be used for a project of direct benefit to all or some of the people of Old Catton. Individuals must supply a detailed written plan and budget for their project in addition to the basic information required on the application form.
- Local groups which have a national umbrella or parent organisation will only be awarded a grant if funds are not available for a specific project from the national organisation or if such funds would be inadequate for the project. In any case the project must be of demonstrable benefit to the people of Old Catton.
- Organisations which are the responsibility of another public sector body or agency (e.g. schools) may be eligible for grant funding if the applicant organisation can demonstrate that they will be working in partnership with other local organisations to the benefit of the wider Old Catton community.
- Grants will not be offered to cover revenue funding.

- Grant funding, if awarded, may not be added to reserves (unless as part of a programme of funding for a particular project previously disclosed to and approved by the Council). The level of an organisation's available reserves may be taken into account when judging the relative merits of applications.
- Preference will be given to those applicants that can demonstrate they have successfully sought or generated funds elsewhere and are not solely reliant on a grant from Old Catton Parish Council.

### **Conditions**

- Multiple applications within a 12 month period will not normally be considered.
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application.
- All awards must be accounted for and evidence of expenditure should be supplied as requested. If not satisfied with arrangements, the Parish Council reserves the right to request a refund of monies awarded.
- Acknowledgement of receipt of grant cheque is required.

### **Application Process**

- Applications should be made by completing the Grants Award Application Form, enclosing annual accounts, and the Child Protection & Vulnerable Adults Proforma.
- Applications are accepted at any time of the year but are usually considered twice a year at the January and June meetings of the Parish Council.
- Applicants are usually informed within 2 weeks of the meeting and the grant money sent by cheque the following month.

## OLD CATTON PARISH COUNCIL

### **GRANTS FOR THE BENEFIT OF THE PEOPLE OF OLD CATTON PARISH**

**Please read the Grants Award Policy prior to completing this form**

Please send completed application for to:

Clerk of the Council, Old Catton Parish Council, The Pavilion, Recreation Ground, Church Street, Norwich, NR6 7DS  
For further information please call the Clerk of the Council on 01603 423880

#### **Application Summary:**

Name of organisation / individual:	
Primary Contact regarding application:	
Address:	
Telephone number (daytime):	
Telephone number (evening):	
Email address:	
Project / event description:	
Total cost of project:	
How much grant is requested from Old Catton Parish Council?	
Date of Application:	

#### **The Applicant:**

Name of organisation / individual:	
What is the main purpose of your organisation?	
How many years has your organisation been in existence?	
Is your organisation run by a Committee?	Yes / No
If yes, how many Committee members?	
If your organisation is a club with membership, please provide the following details: Membership: Number of adult members: Number of junior members:	
Does your club charge for membership?	Yes / No
If yes, please provide details of the membership scheme and charges applicable	
What activities are available for members?	
Is club membership restricted in any way? If yes, please give details:	
What percentage of members live in Old Catton parish?	

Is your club affiliated to any national or local organisations, e.g. Sports Council? Please list any affiliations:	
If you are an individual applying for a personal grant, please give details about yourself to support your application:	

**The Project / Event:**

Project Title:	
Brief description of scheme:	
What are the aims of the project / event?	
If the application is for an annual or recurring local event, please answer the following additional questions:  1. For how many years has the event run?  2. What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event? Attendance at last event: Anticipated attendance at planned event:	
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	
What was achieved at the last event which you consider to have been of benefit to Old Catton?	
Why do you think the Council should support this event / project?	

**Project / Event planning**

Date that you propose to commence the project or hold the event.	
What is the proposed duration of the project / event?	

Is the project land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination)	
Is planning consent required? If yes, what is the status of your application? (Not yet submitted / submitted not determined / granted)	
Planning reference no:	
If planning consent has been granted, are any conditions attached?	Yes / No
If yes, please provide details:	
Is your building listed?	Yes / No
If yes, have you received the appropriate listed building consent	

### **Financial details**

Estimated total cost (including any fees):	
Contribution from Old Catton Parish Council:	
Contribution from your funds:	
Contribution from other organisations (please specify):	
Does the estimated total cost of the project / event include payments in kind, e.g. free labour / materials etc?	Yes / No
If yes, please provide details below, i.e. assumed number of hours x hourly rates etc. Provide total assumed cost £.	
In the past 3 years, have you previously received a grant from Old Catton Parish Council	Yes / No
If yes, please give details:	

### **Check List**

Please tick the following:

I have read and agreed your terms and policies	[   ]
I enclose the following documents to support my application:	
Financial accounts (2 years)	[   ]
A set of rules by which my organisation runs	
Three estimates	[   ]
Drawing / sketches	[   ]
Other supporting information	[   ]
Evidence of planned budget (for new organisation)	[   ]

**Declaration:**

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request additional information at any stage of the application process

Signed:	
Name of Signatory:	
Position (e.g. Chairperson, Secretary):	
Date:	
<b>Note:</b> <b>Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be aged 18 years or over. Completion of this form does not necessarily mean a grant application will be successful in part of whole</b>	

# OLD CATTON PARISH COUNCIL

## CHILD PROTECTION & VULNERABLE ADULTS PROFORMA

### *GUIDANCE NOTES*

#### Please read the following notes carefully before completing the proforma

Old Catton Parish Council recognises that the protection and safety of children, young people and vulnerable adults is everyone's responsibility. The Council is committed to this principle and to the development of best practice within those community groups which it supports.

#### **Definition of Children and Young People**

Those who have not yet reached their 18th birthday.

#### **Definition of Vulnerable Adults**

The Council defines a vulnerable adult based on the Law Commission's definition – that is a person who:

**'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation'**

In clarifying this further, the Council adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years or over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

The approach that the Council will take is based on and reflects the principles of both legislation and guidance and is that:

- The welfare of the child, young person or vulnerable adult is the paramount consideration.
- All children, young people and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

The Council requires that all groups seeking funding for activities which involve the delivery of services to children and young people have the following in place:

- An acceptable child protection policy, which addresses recruitment and selection procedures, and issues of confidentiality.
- Relevant procedures for reporting concerns relating to the protection of children and young people, which have been designed to complement local area Child Protection Committee procedure.
- A Code of Practice highlighting acceptable behaviour with children and young people.

#### **What if we are a community centre?**

If you are a Community Centre you should have appropriate policies in place which ensure that your users are aware of their duty of care for children, young people and vulnerable adults.

#### **What if our organisation does not work with children, young people or vulnerable adults?**

There may be instances where you do not currently work with children, young people or vulnerable adults. In such cases it is reasonable that you do not have policies in place. However, you must be aware that, if at any time during the life of the project these circumstances change and you do start to work with these groups, you will be required to introduce the appropriate policies and comply with all necessary legislation.

**What if we work with children, young people or vulnerable adults and we don't have an appropriate policy?**

If your organisation works with children, young people or vulnerable adults, it is your responsibility to ensure their safety and well-being during their time with you. You must have appropriate policies in place to help you meet your responsibilities.

For child protection related issues there is the NSCPCC help and advice helpline for enquiries from adults (0800 800 5000) or if you have queries about protecting vulnerable adults you should contact the social services department of your local authority.

**The Parish Council cannot make payments if appropriate policies are not in place**

The Council's policy on the protection of children, young people and vulnerable adults means that it cannot make payments to any organisation working with such groups that does not have appropriate policies in place.

Your project can only be processed if:

- You have completed the attached form confirming that you have appropriate policies in place.

OR

- You confirm that you do not work with such groups and that you will take all necessary steps to put policies in place if you do start to work with such groups during the life of the project.

The standard terms and conditions attached to all grants awarded by Old Catton Parish Council state that all relevant official legislation (see attached list) and other requirements relating to individuals who are considered vulnerable are to be complied with at all times.

**PLEASE KEEP THESE GUIDANCE NOTES FOR YOUR INFORMATION AND ASSISTANCE**



## RELEVANT LEGISLATION

### Child Protection

The Children Act 1989  
The Human Rights Act 1998  
The Protection of Children Act 1999  
The Sexual Offences (Amendment) Act 2000  
The Criminal Justice and Court Services Act 2000  
Rehabilitation of Offenders Act 1974  
Working Together to Safeguard Children, Department of Health 1999  
Caring for the Young and Vulnerable, Home Office 1999

### Vulnerable Adults

Carers (Recognition and Services) Act 1995  
Chronically Sick and Disabled Persons Act 1970  
Data Protection Act 1998  
Disability Discrimination Act 1995  
Disabled Persons (Services, Consultation and Representation) Act 1986  
Employment Rights Act 1996  
Health Act 1999  
Health Services and Public Health Act 1968  
Housing Act 1985 & 1996  
Human Rights Act 1998  
Local Authority Social Services Act 1948  
Mental Health Act 1959 & 1983  
National Assistance Act 1948  
National Health Service and Community Care Act 1990  
National Health Service Act 1977  
Police and Criminal Evidence Act 1984  
Power of Attorney Act 1971  
Public Health Act 1936 & 1961  
Public Interest Disclosure Act 1998  
Registered Homes Act 1984  
Registered Homes (Amendment) Act 1991  
Sexual Offences Act 1956 & 1967  
Sexual Offences (Amendment) Act 2000

# OLD CATTON PARISH COUNCIL

## CHILD PROTECTION AND VULNERABLE ADULTS PROFORMA

Please complete this form and return it with your grant application

Name of organisation:	
Project / event name:	
Contact name:	
Telephone number (Daytime):	
Email address:	
Date:	

Please answer the following questions:

**1. Do you work with children or young people**

YES [ ]

NO [ ]

If yes, please give details:

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**2. Do you work with any client group that may come under the heading of ‘vulnerable’?**

YES [ ]

NO [ ]

If yes, please give details:

Please note that if you answer ‘no’ to the above but your application form suggests otherwise, the Parish Council will be required to ask further questions on this matter. You may be required to implement appropriate policies before any potential grant payment could be made.

	YES	NO
<b>3. Does your organisation have:</b>		
A Child Protection Statement	[ ]	[ ]
Child Protection Procedures in place and staff are aware of these	[ ]	[ ]
A Vulnerable Adults Policy statement	[ ]	[ ]
Vulnerable Adults procedures in place and staff are aware of these	[ ]	[ ]

Your policy / policies should include the following as a **minimum** requirement:

Child Protection Policies	Vulnerable Adult Policies
<ul style="list-style-type: none"> <li>• Recruitment &amp; selection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment &amp; selection procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Confidentiality procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Confidentiality procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Reporting of concerns relating to the protection of children &amp; young people (in line with local Area Child Protection Committee procedures)</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting of concerns relating to the protection of vulnerable adults (in line with local authority policy)</li> </ul>
<ul style="list-style-type: none"> <li>• Code of Practice (relating to acceptable behaviour with children &amp; young people)</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Practice (relating to acceptable behaviour with vulnerable adults)</li> </ul>

**Please tick to confirm that your policy / policies include the minimum requirements set out above:** [ ]

## STATEMENT

**I CONFIRM THAT ARE AWARE OF  
OUR DUTY OF CARE TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. (Where applicable this applies  
to Community Centres ensuring that there are procedures in place to ensure its users are also aware of their  
duty of care to Children, Young People and Vulnerable Adults.)**

**I CONFIRM THAT WE HAVE TAKEN ALL NECESSARY STEPS TO COMPLY WITH THE LEGAL REQUIREMENTS IN  
THIS REGARD**

**I CONFIRM THAT IF WE DO START TO WORK WITH CHILDREN, YOUNG CHILDREN AND VULNERABLE PEOPLE  
AND / OR VULNERABLE ADULTS DURING THE LIFE OF THE PROJECT, WE WILL TAKE ALL NECESSARY STEPS TO  
COMPLY WITH THE LEGAL REQUIREMENTS IN THIS REGARD**

This document must be signed by an appropriately senior Director, Trustee, Chair or Vice-Chair of your  
organisation

Signed:	
Name:	
Position:	
Date:	