

## **STOC Small Grants Subcommittee – Terms of reference**

1. The PPC has recommended up to £5,000 per year be ring fenced for grants. This will be handled by a Sub-committee set up for this purpose.
2. Any registered member of STOC Parish may apply for a grant. If under 17yrs of age a sponsor is required.
3. Applicants should complete and submit an application form available from the Parish Office or available by email or from the website. Each request will be considered in relation to its potential benefits to the parish and/or the individual.
4. The subcommittee will seek to achieve a degree of consistency by reference to previous decisions.
5. Maximum donation for any one group or individual is £250 per financial year.
6. Applicants must show what the grant is for and the total amount of money required for the project. They should be able to justify the amount sought and clearly indicate what contribution (if any) they are making towards the total.
7. Within two months after the event, an account of the activity must be submitted to the sub-committee. Details of all grants will be published within the Parish.
8. Decisions will be based on:-
  - the grant being for a proper purpose (subjective, focussed on parish-related activities)
  - The amount sought being reasonable and of good value.
  - The applicant cannot readily find the money themselves.
  - Precedent/consistency.
  - Available money remaining in the ring-fenced fund.
9. A report of how all applications have been dealt with is to be submitted to the PPC by the subcommittee after the first 6 months, then annually to allow the PPC to steer the decision-making if it sees fit.
10. The Sub-Committee should report whether the amount ring-fenced for small grants is appropriate.
11. The Sub- Committee will regularly publicise the availability of grants in the Newsletter and on the Parish Website.
12. Requests for larger grants may be considered by the sub-committee and referred by them with an assessment to the PPC for its decision.

## **STOC small grants - Application form:**

**Full Name:**

**\*Address:**

**\*Organisation (if any):**

**\* Purpose of grant:**

**Total Expenditure of Event:**

**Amount sought giving reasons for this amount:**

**Personal Contribution (if any)**

**Reason why the Parish should meet the request rather than the applicant:**

**Describe the benefit the grant would have to you/ or the community /or the Parish:**

**If successful in obtaining a grant I undertake to use the money granted as indicated above.**

Name Signature ..... Date / /

### **Sponsor**

Name Signature ..... Date / /

### **Notes \***

- a) Address - this should be within the Parish if not state the reason.
- b) If not representing an organisation simply state "Individual application"
- c) Particular attention will be paid to applications involving Parish Groups especially where the young are involved or which are likely to enhance the social life of the Parish.
- d) Please email this application to [parishoffice@stthomaswoodford.org](mailto:parishoffice@stthomaswoodford.org) , marked for the attention of the Small Grants Committee, allowing 2 months for a decision.