



## **GRANT AWARDING POLICY**

### **1. Policy Statement**

1.1 A grant is any payment made by the Council to be used by an organisation for the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.

1.2 As Parish Councils are a tier of Statutory Local Government, they can only do what the law provides. The Parish Council may therefore not be able to give an organisation a grant unless it can find a power to do so or can use S137 of the Local Government Act 1972.

1.3 Each year the Council precepts funds for local organisations to enhance the area, facilities or provide opportunities for local people.

1.4 The Council will consider applications from non-local organisations who they feel will benefit the local community and grants may be awarded at the discretion of the Council.

### **2. General**

2.1 The contribution made by the many organisations to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents within the Parish that are not, as a matter of course, funded by the Council.

2.2 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

2.3 There is a limited budget each financial year. It is important that all questions on the application form are answered fully and that any appropriate additional information, which supports any application, is provided. It is expected that applicants will seek advice from the Clerk of the Council on these matters.

2.4 The Parish Council will consider start-up grants for new organisations, as well as grants to existing organisations.

2.5 Any organisation can only make one application for a grant in any one financial year.

2.6 The Parish Council must be satisfied that the applicant is a properly constituted bona fide organisation working for the benefit of the local community within the Parish and may make enquiries to establish this.

2.7 Grants are awarded in December of the year preceding the financial year in which they are to be paid. The deadline for applications is 31st October in any year.

2.8 Any grant approved by the Council will be paid by cheque in May of the following year.

2.9 The Parish Council will not contact organisations individually, to remind the group to apply for a grant annually. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

2.10 If applicants are providing activities that involve direct contact with vulnerable members of the community, the Parish Council will expect the organisation to have an up to date Safeguarding Policy.

### **3. Conditions of Funding**

3.1 Applications will be considered for capital costs.

3.2 Applications will not be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of sex, race, ethnic origin, nationality, disability, sexual orientation, religion or belief, age or colour
- Private organisations operated as a business to make a profit or surplus
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution
- Organisations who will pass the grant onto another organisation or charity as a grant from themselves

3.3 The applicant will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, the organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

3.4 All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.

3.5 The applicant is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years, or in the case of a newly formed organisation, a detailed budget and business plan.

3.6 The applicant is required to have a bank account in its own name.

3.7 Each application will be assessed on its own merits and will be considered along with other applications at a Full Council meeting. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

3.8 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund raising activities.

3.9 The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

#### **4. Procedures**

4.1 Applicants are to be given the “Grant Awarding Policy” and the “Grant Application Form - Guidance Notes” which should be read carefully before submitting the “Grant Application Form”.

4.2 In all situations, a written account of how the grant has been used or in the event, for whatever reason, of the grant not being used, in part or in full, a detailed explanation, shall be submitted by the applicant to the Council within three months of payment of the grant.

4.3 In the event of a grant not being used, the Parish Council may decline applications for future grants.

4.4 The Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the application form.

4.5 Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material.