



## **POLICY AND PROCEDURES FOR AWARDING GRANTS**

***Applicants should carefully read the Policy and Procedures before making an application for a grant***

### **PARISH COUNCIL POLICY**

- 1) The Council will set an annual budget for grants and will adhere to it rather than exceed it. The total amount of Grant money available may vary from year to year.
- 2) Requests for Grants will only be accepted for consideration provided that the Council's Application for Grants form has been completed and appropriate supplementary information provided.
- 3) Applicants may be required to attend the meeting to answer any questions councillors may have about the project.
- 4) Applications for grants of less than £500 can be made at any time but please allow at least 4 weeks for your grant application to be considered by the Parish Council.
- 5) Grant applications over £500 will need to be made prior to December each year for consideration by the Council when preparing the budget for the following financial year.
- 6) The Council requires all recipients of grants in excess of £500 to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).
- 7) The Parish Council will not normally fund more than 50% of the cost of a project and evidence of other funding will be required (eg contributions from the district or county council/s, local business sponsorship, other fundraising events such as jumble sales etc).
- 8) In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, rather than deleting applications which merit a grant.
- 9) Grant recipients may be requested to provide evidence of purchase.
- 10) Recipients may be asked to acknowledge Council support in promotional material.
- 11) The Parish Council will consider only one application for each project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.
- 12) If the organisation making the grant application owns or leases property which other bodies hire for use, the Council will expect them to demonstrate that they make a distinction between not-for-profit and for-profit hirers in the rates they charge (businesses should not be subsidised with public funds).

*Factors the Council will take into account when considering a grant application*

- a) Has the Parish Council the power to make this grant?
- b) Will all or part of the Parish or all or some of its inhabitants benefit from this grant?
- c) Has the applicant demonstrated some degree of fund-raising on a 'self help' basis?
- d) Has the applicant applied to other authorities/sources of funding?
- e) If the applying group employs paid staff is it a registered charity?

## **GRANT APPLICATION PROCEDURES**

### **1) General guidance**

- a) The Council will not normally make Grants to organisations outside of the Parish, unless there are direct benefits to the Parish.
- b) Applications should be made for 'one-off grants' (ie, applications for small capital items or 'one-off' projects should not result in recurring expenditure to the Parish Council).
- c) Organisations employing staff must provide details.
- d) Applicants will be expected to show a degree of fund-raising on a 'self help' basis.
- e) When the council considers the grant application, the applicant may be required to attend the meeting to answer any questions councillors may have about the project.

### **2) Grant Application Form**

Applicants must complete the Grant Application Form issued by the Parish Council and submit it to the Clerk to the Council, together with the appropriate supplementary information. Original signatures required please.

### **3) Payment of Grants**

In the case of organisations/projects receiving a single grant from the parish council only, there is the choice of a single one-off payment, OR the funding can be held by the parish council and released by the Clerk on an authorised request.

In the case of organisations/projects in receipt of match funding of which the parish council is one of the partners/funding agencies, the parish council will pay its contribution against an invoice.

**GRANT APPLICATION FORM**

**Please read the Council's Policy and Procedures for Awarding Grants before completing this form. You may use a continuation sheet if necessary**

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address for correspondence:	
	Post Code:	
Payee for Grant Cheque:	Daytime Tel:	
Details of the organisation ie what does it do		Amount of Grant applied for:
What is the Grant for and who will benefit? (Give details of the project)		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
What age groups do you cater for?	Total Membership:	Are you a registered charity, if yes please provide your number?
Signature of Responsible Adult (eg Chairman, President, Leader)		<b>For Parish Council use only</b>
Date:		