

# Grant Awarding Policy

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## 1.0 Introduction to Policy

1.1 A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish of Warfield in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the councils opinion, the grant will benefit any part of its area or any of its inhabitants.

1.3 Grant applications will be awarded for payment during the following financial year.

## 2.0 Grant Application Process

2.1 The grant application process will run through September and October each year. The closing date for applications will be 31 October. Applications and details of the process will be available from council's offices and the website.

2.2 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.3 In addition to the application form, organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose<sup>1</sup>
- full details of the project or activity which the grant is for,
- explain how the grant will be of benefit to the local community within the Parish,
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

<sup>1</sup> this will be requested for all new applicants or every third year for previous applicants

- 2.4 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Finance & General Purposes Committee.
- 2.5 The Finance & General Purposes Committee will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council as part of the budget process. Council will make the final decision on which grants to award at the time of its budget setting meeting. All applicants will be contacted following the Council's decision.
- 2.6 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual fund availability.
- 2.7 All grant awards made under this policy will be made in one payment, usually in May of the awarding year.

### **3.0 Conditions of Funding**

- 3.1 The applicant organisation must be either a not-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 3.2 Grants will not be made to individuals.
- 3.3 Grants will not be made retrospectively.
- 3.4 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.5 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 3.6 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £2,000 a report should be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report should be deposited with the Parish Clerk. Applicants will be made aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.
- 3.7 A public acknowledgement of any grant awarded should be made by the recipient.
- 3.8 Only one application for a grant will be considered from each applicant organisation in any one financial year.
- 3.9 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

- 3.10 Each application will be assessed on its own merits.
- 3.11 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 3.12 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.
- 3.13 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 3.14 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.