

CLAXTON & SAND HUTTON PARISH COUNCIL



GRANT AWARDING POLICY

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Introduction to Policy

A grant is any 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 controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Claxton & Sand Hutton in a positive way

The Parish Council may include a small amount per year in the Precept to be used for grants.

Grant Application Process

1. The Clerk to the Council will receive all applications in the first instance, and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
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. The application form must be completed in block capitals in black ink. The applicant should retain a copy of the application form.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that 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 years accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will make the decision on which grants to award. All applications will be contacted following the Council's decisions.
5. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.
6. The size of any grant awarded is at the discretion of the Council.
7. The scheme will be published through the Council website, parish notice boards and the Parish News.

Applications may be considered for the following purposes:

- a) For the purpose of purchasing equipment either in part or in full
- b) For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- c) For training activities, or to purchase the expertise of an outside trainer/instructor/facilitator.
- d) For activities that raise the profile of the area.
- e) For running costs of a viable group that is experiencing a period of hardship.
- f) For hosting special events or celebrations.
- g) For the provision of recreational facilities.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or funds available are inadequate for a specified project.
5. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
6. Each application will be assessed on its own merits.
7. The Council may make the award of any grant or subsidy 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.
8. 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, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

9. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

10. 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.

Finally:

On completion of a project a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.

The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

For more information please contact the Parish Clerk

This policy was adopted at the Parish Council meeting on

Chairman's Signature.....