



Grant awarding policy

Document Version Control

Version	Date	Initials	Comment
V2	15.04.2024	ASZ	

1. 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:

- a) Providing a service
- b) Enhancing quality of life
- c) Improving recreation and/or sports
- d) Improving the environment
- e) Promoting the Parish of Great Chart with Singleton in a positive way

The Parish Council will not award grants to:

- a) Private individuals
- b) Commercial organisations
- c) Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- d) Political parties
- e) Religious organisations, unless for the purpose which does not discriminate on grounds of belief

2. Grant Application process

2.1. If the grant requests are below £250 the Parish Council request to see receipts the money is or was spent on along any evidence of publicity of the event. The application form should outline the items the applicant wishes to purchase and their associated cost. Please note the Parish Council will not approve applications retrospectively. This should be sent via email to TheClerk@greatchartsingleton-PC.gov.uk

2.2. If the grant request is over £250 the following process will need to be followed:

- a) Applicants will be required to complete an application form, available from the Parish Council office or the website. All questions on the application form must be fully answered and additional appropriate information, which supports an application, should be provided.

In addition to the application form organisations will be required to provide the following supporting documents:

- a copy of their written constitution or details of their aims and purpose,
- full details of the project or activity clearly identifying outcomes,
- demonstrate that the grant will be of benefit to the local community within the Parish (beneficiaries should be clearly enumerated),
- demonstration of a clear need for the funding and how outcomes will be sustained beyond the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget or business plan

- b) 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 Finance Committee meeting. The grant application will be presented to the full council with the finance committee recommendations.
- c) The Council will expect to receive in writing to the Clerk any expression of interest for a substantial grant application by 30 September of the financial year prior to the funds being required in order that budget provision can be considered, subject to available funds grant request might be approved in current financial year.
- d) The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- e) Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

3. Conditions of Funding

- a) The organisation must be either non-profit or a registered charity. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- b) Grant will not be made to projects that discriminate on any grounds.
- c) Grants will not be made to individuals.
- d) 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 the funds available are inadequate for a specified project.
- e) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- f) The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- g) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- h) Each application will be assessed on its own merits.
- i) 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.
- j) Any grant must 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.

- k) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- l) 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 provision of the Local Government Act 1972, Section 137.
- m) If an application for a grant is successful, the organisation or group should provide a report at the Annual Parish Council Meeting (in May) to show how the money was spent. At other times, further information, including photographs, should be made available to the Clerk for sharing via the Newsletter and website. Organisations should refer to the Council grant when reporting through their own routine publicity channels and provide copies to the Clerk.
- n) Any funds remaining unused from the Granted amount will remain the property of the Council and should be returned to the Council with an explanation for its unused.
- o) The Council reserve the right to consider the grant amount requested and adjust the amount accordingly, there is no guarantee the Council will grant the amount requested.
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- q) All grant applications will need to be approved by a full Council meeting (held on the second Monday of each month).
- r) All incomplete grant applications will be rejected by the Clerk with clear reasons as to why. Updated and complete submissions will be accepted and put forward to the next available Council meeting.
- s) Applicants will be notified of the meeting date at which their application will be considered.
- t) Any grant application should be made strictly in conjunction with the Grant Awarding Policy that is available from the Clerk and on the Council website.

4. Evaluation

In addition to demonstrating a clear need for financial support, applicants should indicate how they would measure the effectiveness of the funding made available. This should specify outcomes, or consequences, and incorporate multipliers to demonstrate value for money. It is desirable that benefits extend beyond the period of funding.

The Parish Council will make continuous assessment of the impacts and outcomes of grants awarded and report overall each year.

For further guidance on project monitoring and evaluation see the Big Lottery Fund UK. http://advicestransition.org.uk/wp-content/uploads/2015/03/Big-Lottery-Fund-self_evaluation_guidance.pdf