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**Grant Awarding Policy**

**Introduction**

1. A grant is any payment made by the Parish 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 residents by:

a. Providing a service

b. Enhancing the quality of life

c. Improving the environment

d. Promoting the Parish in a positive way

2. The Council is able to make grants to the community under the General Power of Competence, which permits councils “to do anything individuals generally may do as long as they do not break other laws”.

**Grant Application Process**

3. The Clerk will receive all applications in the first instance. A designated councillor will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

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

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

a. A copy of their written constitution or details of their aims and purpose,

b. Full details of the project or activity,

c. Demonstration that the grant will be of benefit to the local community within the Parish,

d. The proportion or number of beneficiaries living in the electoral area,

e. Demonstration of a clear need for the funding,

f. A copy of the previous year’s accounts or, for new initiatives, a detailed budget and business plan.

5. The Council will expect to receive, in writing to the Clerk, any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required, in order that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.

6. The Council will decide which grants to award. All applicants will be contacted following the Council's decision.

7. 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.

**Conditions of Funding**

8. Each application will be assessed on its own merits. 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. The Clerk will provide the necessary information to councillors about the use of statutory powers in the awarding of grants.

9. In order to receive funding, the following conditions must be met:

a. 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.

b. Grants will be made to organisations, not to individuals.

c. Grants will not be made retrospectively.

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 in adequate for a specified project.

e. Any applicant 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. Only one application for a grant will be considered from each organisation in any one financial year.

h. Commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each year.

i. Each application will be assessed on its own merits.

j. 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. (The Clerk will provide the necessary information to councillors about the use of Statutory Powers in the awarding of grants).

k. 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 any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

l. The Council may make the award of any grant or subsidy it considers appropriate in the event of an 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.

Attachment:

1. Grant Application Form

Adopted: Feb 2024

Review date: May 2025

**Attachment 1**

**GREAT WILBRAHAM PARISH COUNCIL**

**GRANT APPLICATION FORM**

*Please read the Parish Council’s policy for awarding grants before completing this form. Use a continuation sheet where necessary. The Parish Council will not normally make grants to organisations located outside the Parish unless it can be demonstrated that there are direct benefits to residents of Great Wilbraham.*

|  |  |  |
| --- | --- | --- |
| 1. | Name of organisation making the application: |  |
| 2. | A short description of organisation: |  |
| 3. | Name, address & status of contact: |  |
| 4. | Telephone number & email address of contact: |  |
| 5 | Is the organisation a Registered Charity? | Yes/No - If applicable, please provide the Registered Charity number: |
| 6. | Amount of grant requested: | £ |
| 7. | A short description of what the grant is for: |  |
| 8. | Is the grant request for the benefit of Great Wilbraham residents only? |  |
| 9. | Who will benefit from the project? Approximately how many of those who will benefit are residents of Great Wilbraham? |  |
| 10. | If the total cost of the project is more than the grant, how will the rest be financed? |  |
| 11. | Have you applied to any other body for a grant for the same project? If yes, please give details? |  |
| 12. | Is this a recurring request and when was the last request made and approved? |  |

Great Wilbraham Parish Council might require an indication of funds held by the organisation for substantial funding requests. Has a financial statement or similar supporting document been prepared to accompany this application?

Attached: Yes/No

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Attached: Yes/No

Signed…………………………………………………………………………………………………………….

Date…………………..………………………..

Great Wilbraham Parish Council use only

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date  application received |  | | Finance Committee |  | | Full Council | |  |
| Grant awarded | | Yes / No | | | If yes, amount awarded: | |  | |
| Minute Ref: | |  | | | Date Paid | |  | |