

INGLEBY GREENHOW PARISH COUNCIL GRANT AWARDING POLICY

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INGLEBY GREENHOW PARISH COUNCIL

Document Version Control

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GRANT AWARDING POLICY

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INGLEBY GREENHOW PARISH COUNCIL

GRANT AWARDING POLICY

INTRODUCTION

1 Ingleby Greenhow Parish Council ('the Council') has a limited budget for the award of grants which provide support to community organisations as provided by Local Government Act 1972, Section 137. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not for profit, and which can demonstrate that any funding received will directly benefit the Parish, or from residents of the Parish.

2 A grant is any payment or gift made by the Parish Council to 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 Parish Council. Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure"..

3 This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

POLICY

4 The Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:- • Providing a service, • Enhancing the quality of life, • Improving recreation and / or sports • Improving the environment • Promoting the Parish of Ingleby Greenhow in a positive way.

5 The Parish Council will NOT award grants retrospectively, nor to:- • Commercial organisations • Purposes for which there is a statutory duty upon other local or central government departments to fund or provide • Local groups where fund-raising is sent to a central headquarters for redistribution • Political parties • Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

6 The above list is not exclusive and may be added to at the Council's discretion.

7 Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council..

APPLICATION PROCEDURE

8 Application forms are available from the Parish Clerk and the Council website. All questions on the application form should be fully

answered and additional appropriate information to support the application should be provided. A copy of the application form is given in Appendix 1 of this document.

9 Any organisation requesting financial assistance for amounts more than £500 is requested to submit to the Clerk one week before the next Parish Council meeting.

- A completed application form
- Copies of their latest year end accounts
- A summary of the number of members who belong to the organisation and the number who live within Ingleby Greenhow Parish Council's administrative boundaries
- Details of any restrictions on who can use or access the services of the organization
- Confirmation that the organisation agrees with the Parish Council Equalities Policy;

10 Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

11 For a grant request for a project costing over £1,000 the Council will require that the organisation has robust tendering regulations, e.g., obtaining a minimum of three tenders. The Council reserves the right to request proof of the tender process.

12 The Parish Council will not normally consider applications for Capital Projects. However, in exceptional cases, any such application should present a more substantial case with supporting evidence of community benefit. For such an application the Council expects to see some form / evidence of third-party funding.

13 The Clerk will collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

ASSESSMENT PROCEDURE

14 Within the Council's annual budget an amount will be set from which grants will be awarded in the following financial year. This amount will principally be for grant requests that have already been received by the Council in accordance with the above application procedure and which it envisages may be granted.

15 Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. An additional amount will be reserved from which other grant requests, up to a value of £500 may be made. Once the grants budget is exhausted, the

Council will only consider emergency requests for assistance, and generally only from those organisations with whom it has close links.

16 An unplanned grant request, once received in writing, will be considered at the next meeting of the full Parish Council.

17 Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards, and the geographical spread within the parish.

18 In considering an application the Council will consider whether the applicant has demonstrated some degree of fundraising on a “self-help” basis and whether the applicant has applied to or received from other bodies funding for the same project

19 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.

20 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.

21 All applicants will be contacted promptly to inform them of the Council’s decision.

SUCCESSFUL APPLICATIONS

22 A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or the unexpended part of such monies must be returned to the Council. The Council may request proof of expenditure.

23 All grants awarded may be subject to regular ‘report back’ to the Council as to progress

and / or community benefit.

24 Organisations receiving grants are required to advise their users / members that the grant or equipment has been received from Council. Where appropriate, the Council may require a notice to be affixed to any equipment or facility grant funded.

25 Where equipment is gifted to an organisation, the Council requires that it be insured and maintained at the expense of the user.

26 Successful applicants should acknowledge receipt of the grant cheque.

27 The Council will ask for recognition from successful groups in the form of the promotion of the Council in the organisation's newsletter or any press release. The Council will also recognise successful groups in its own communications to parishioners.

28 Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Meeting each year

MONITORING

29 This policy will be monitored and reviewed annually.

INGLEBY GREEHOW PARISH COUNCIL

APPENDIX 1

INGLEBY GREENHOW

GRANT APPLICATION FORM

Please read the Council's policy and procedures for awarding grants before completing this form.

Please use a continuation sheet where necessary.

Name of organization Making the application	
A short description of the organization, its aims and objectives	
Name, address and status of contact	
Telephone number of contacts	
E-Mail address of contact	
Is the organization a Registered Charity? If yes please provide the Registered Charity number	
Amount of Grant	£
A short description of what the grant is for	
Who will benefit from the project	
Approximately how many of those who will benefit are Ingleby Greenhow Parish residents	
If the total cost of the project is more than the grant, how will the rest be financed	
Have you applied to any other body for a grant for the same project? If yes please give details	