

Clothall with Luffenhall Parish Meeting

GRANT AWARDING POLICY

Adopted: November 2017

Review Date: November 2025

Grant Awarding Policy

The purpose of this document is to advise those wishing to apply for a grant on how to make an application, how the application is considered and the process once a decision has been made.

Policy Statement

A grant or subsidy is any payment made by the Parish Meeting to be used by an organisation or individual for a specific purpose in the furtherance of the well being of the local community, either generally, or for a specific purpose, and which is not directly controlled or administered by the Parish Meeting.

1. GENERAL

1.1 The contribution made by the many organisations and individuals to the well being of the local community is recognised by the Parish Meeting as important to our society. The purpose of any grant given by the Parish Meetings is to support initiatives in the local community and to help create opportunities for the residents of Clothall with Luffenhall that are not, as a matter of course, funded by the Parish Meeting

1.2 This policy has been prepared to explain the main details of the Parish Meetings grant award scheme, so please read them carefully before you complete the application form.

1.3 Although the Parish Meeting will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

1.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information which supports an application, is provided.

1.5 The scheme provides start-up awards for new organisations as well as grants for existing organisations.

2. CONDITIONS OF FUNDING

2.1. Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to pay running costs for one year, funding for particular events or projects.

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2.2 Applications WILL NOT be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

2.3 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.

2.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

2.5 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to support their application.

2.6 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

2.8 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

2.9 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque or bank payment.

2.10 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

2.11 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Meeting. To ensure as fair a distribution as

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possible, the Parish Meeting will take into account the amount and frequency of previous awards.

2.12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from Council Officers.

3. GRANT DECISION

3.1 Grants are considered by the Chair along with those attending the Parish Meeting.

3.2 Applicants are able to attend the Parish Meeting when the grant applications will be considered.

3.3 The Parish Meeting may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

3.4 When a decision has been made and approved at a Parish Meeting you will be informed as soon as possible as to the outcome. This will generally be by email. Should your grant be approved then we aim provide the agreed award to the organisation as soon as practicable after the Parish Meeting, via a BACS transfer to the audited account of the organisation

4. AFTER THE DECISION

4.1 Acknowledgments of financial support received from the Parish Meeting will be required on documentation and any promotional material literature or other media. Successful applicants agree to:

- Acknowledge Clothall with Luffenhall Parish Meeting as a funder/partner in the media
- Agree to any reasonable joint publicity Clothall with Luffenhall Parish Meeting may require
- Provide a statement or report of how the money has been used

5.0 GRANT REVIEW

5.1 Successful applicants must provide receipts or other evidence of expenditure within 6 months of receipt of the grant award. Applicants should show that funds have been used for the purpose specified in the grant application.

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5.2 Applicants should provide a description of the actual benefit of the project to the community within 6 months of receipt of the grant award.

5.3 If the organisation ceases to exist for any reason prior to spending the grant or fails to spend the monies within 12 months of the award, the Parish Meeting may ask for all or part of the monies to be returned.