

Grant Awarding Policy and Procedure

Adopted 31st August 2016

Introduction to Policy

A grant is any payment or gift made by the Parish Council to an organization 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. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

Policy

The Parish Council awards grants, at its discretion, to organizations 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 the environment
- Promoting the Parish of Syresham in a positive way

The Parish Council will not award grants to:

- Commercial organizations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organizations; unless for a purpose which does not discriminate on grounds of belief

Only one application for a grant will be considered from any organization 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.

Grants will not be made retrospectively.

Application Procedure

Organizations requesting financial assistance for amounts in excess of £200 are required to submit by 1st November, at the latest, in the year preceding their funding requirement:

- A completed application form.
- Copies of their last year end accounts.
- The number, or percentage, of members that belong to the organization and that live within Syresham Parish.
- Details of any restrictions placed on who can use/access their services.

Organizations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

Projects notified and included in the Parish Council’s budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council, in accordance with the application procedure, and which it envisages may be granted. 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 may be made. A maximum award of £100 only for such unplanned applications will be considered.

Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organizations with which it has close links.

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

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organization is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council.

The Parish Council may request proof of expenditure.

Organizations receiving grants are required to advise their users/members that the grant or equipment had been received from Syresham Parish Council. Where appropriate, the Parish Council will affix a label to equipment.

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