



## KEMBLE & EWEN PARISH COUNCIL

# Grant Award Policy & Procedure

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### **Introduction to Policy**

The Parish Council has the powers to award grants to organisations that will benefit the parish and its residents. At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

### **Policy**

The Parish 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 the environment,
- Improving recreation and/or sport.

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- 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 organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be added to at the council's discretion.

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.

Grants will not be made retrospectively.

### **Application Procedure**

Organisations requesting financial assistance for amounts up to the available published budget for grants are required to submit by the advertised deadline a completed application form detailing the following:

- The number, or percentage, of members that belong to the organisation and that live within the Kemble & Ewen Parish
- Details of any restrictions placed on who can use/access their services
- Confirmation that it agrees with the Parish Council's Equal Opportunities Policy, or give details of their own policy

- 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.

All grants awarded will be subject to regular 'report back' to Kemble & Ewen Parish Council as to progress and/or community benefit.

### **Assessment Procedure**

A decision upon an award will remain for approval by the Parish Council at the appropriate meeting in October of each year.

- Each application will be assessed on its own merits.
- The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links. An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council.

Nothing contained herein shall prevent the Parish 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.

### **Successful Applications**

Details of successful applications will be made available via the minutes of the meeting in which they were approved.

Grant payments will be made via cheque made out to the organisation.

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 unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

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