

# Grant Awarding Policy and Procedure

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### Introduction to Policy

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. 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 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 absolute discretion, restrained by legislation and 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, and promoting the Parish of Finchingfield in a positive way.

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 i.e. Health, Schools, Welfare
- "Upward funders" i.e. local groups where fund-raising is sent to a central HQ for redistribution,
- Political parties,
- Religious organisations - unless for a clear purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be reviewed and 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 are required to submit by **31 AUGUST**, at the latest, in the year of their funding requirement.

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the Finchingfield Parish Area

- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with a recognised Equal Opportunities Policy or give details of their own policy.
- Confirmation and details of any active Youth or Adult Policy being pursued.
- 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.
- A minimum of two quotations are required for each Grant request in excess of £500.
- The council require written confirmation of how the money was spent via a receipted Invoice within three months of the award(s).

All grants awarded will be subject to regular 'report back' to Finchingfield Parish Council as to progress and/or 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. A decision upon an award will remain for approval by the Parish Council at the appropriate meeting in **SEPTEMBER** of each year.

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.

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.

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**

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 will request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Finchingfield Parish Council and where possible credit the council wider afield. Where appropriate, the Parish Council may require a notice to be affixed.

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

\*FINCHINGFIELD PARISH COUNCIL

# Grant Application Form

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Please complete this form and attach the relevant information and send to:

The Clerk to Finchingfield Parish Council, 72 St Edmunds Fields, Dunmow, Essex, CM6 2AN

Or as an attachment to: [clerk@finchingfield-pc.gov.uk](mailto:clerk@finchingfield-pc.gov.uk)

Name of Organisation	
Contact Details	
Position within Organisation	
Telephone	
Email	
Is your organisation a registered charity?	
If yes, charity number	
Project for which grant is required?	
Total Cost	
Have any funds been requested from other sources?	
Success/failure of application, and amount requested	

Amount of grant requested from Finchingfield Parish Council.	
When are the funds required?	
Bank details for payment of Award: Name on Account:- Account Number:- Sort Code:-	

If you require assistance in completing the application form or submitting the supporting information please contact the Parish Clerk.

Signed .....Date.....

Name (In capitals) .....

\*Please ensure you include the required number of quotations to support your request plus a copy of your latest audited accounts, a signed copy of the minutes of the meeting at which this project was discussed and agreed, ALL your most recent bank/building society/savings/investment account statements plus a written constitution, rules or similar document.