HARGRAVE PARISH COUNCIL

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Grant Awarding Policy

Ver. 1.0 Adopted 07/11/2019

Policy Statement:

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

General:

1. The purpose of any grant or subsidy given by Hargrave Parish Council is to support projects in the local community and to help create opportunities for the residents of Hargrave that are not, as a matter of course, funded by the Council. The Council recognises the contribution made by the many organisations and individuals to the wellbeing of the local community and how important it is to society.

2. These notes explain the main details of the Council's grants/subsidy scheme and should be read before applying.

3. The administration and accounting for any grant or subsidy shall be the responsibility of the recipient although the council will give as much help as possible.

4. The budget available in each financial year will be limited. The application form must be completed and any additional information which supports an application, included. Advice can be sought from Council officers on these matters.

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

6. Applications will be considered from organisations and individuals (Clerk holds CiLCA portfolio and Council are a 'Power of Wellbeing' council).

Conditions of Funding:

1. 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 or "upward funders" i.e. local groups whose fund raising is sent to their central HQ for redistribution.

2. Applications will not normally be considered from national organisations or local groups who have access to funds from national sources or parent organisations, unless these funds are not available or the funds available are inadequate for a specific project.

3. Applications will be considered from religious groups where they can show, throughout the project, that there is a clear benefit to the wider community, irrespective of their religious beliefs.

4. Applications from education, health or social service establishments that can demonstrate a working partnership with other local groups and where there are benefits to the wider community within the Parish, will be considered. Schools can apply for grant aid for environmental purposes.

5. Organisations will need to provide evidence that they are properly constituted, structured and administered in relation to its financial management and controls. Individuals should include references to back their applications.

6. All applications must demonstrate clearly how a grant/subsidy will be of real & direct benefit to the local community within the Parish of Hargrave, provide details of the proportion/number of beneficiaries living in the electoral area and demonstrate a local need or demand for the proposed project/activity.

7. An organisation must have a bank account in its own name with two authorised representatives required to sign each cheque.

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

9. Grant applications cannot be made retrospectively.

10. The project/activity has a starting date within twelve months of the date of request for grant/subsidy aid and is viable, of good quality and will ensure proper use of public funds.

11. The amount and frequency of previous awards will be taken into consideration to ensure as fair a distribution of funds as possible. Each application will be assessed on its own merits.

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. Details of other organisations that may be supportive can be obtained from the clerk.

13. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate & may refuse to grant an application which they consider to be inappropriate or against the objectives of Hargrave Parish Council.

14. Any grant must only be used for the purpose for which it was awarded unless the written approval of Hargrave Parish Council has been obtained for a change in use of the grant monies. In the event that there is an unspent portion of 10-20% of the grant at the end of the specified project, then the organisation concerned should seek permission from the Parish Council to utilise the funds as they see fit. If the balance is in excess of 20% then further guidance should be sought from the Parish Council, as to how to use the remaining funds.

15. The organisation demonstrates a clear knowledge and commitment to equal opportunities and Health and Safety.

Process:

1. Grant aid application forms are available **here** or from the clerk. The deadline for applications is 1st October. The actual grant/subside payments will be approved by the Parish Council at their meeting in October or November and successful applicants advised.

2. All awards must be properly accounted for, and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of all or part of the monies awarded.