



BILSTHORPE PARISH COUNCIL GRANT AWARDING POLICY AND PROCEDURE 2023-24

Introduction

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, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Listening and responding to the views and needs of residents in order to be a strong and recognisable voice for the village
- Providing the public with exceptional service and high quality, value for money services accessible to all
- Protecting the vulnerable, working in partnership with the community and the voluntary sector
- Encourage participation in the work of the Parish Council and to ensure transparency in all aspects of Parish Council decision making.
- Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

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 exclusive 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, unless in exceptional circumstances or at the discretion of the Parish Council.

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,

- **A completed application form**
- **The number, or percentage, of members that belong to the organisation and that live within the Bilsthorpe Parish Area**
- **Details of any restrictions placed on who can use/access their services**
- **Confirmation (on the application form) that it agrees with the Parish Council's Equality & Diversity Policy, or give details of their own policy**
- **Confirmation of, and details that an active Youth Policy is being pursued and a vulnerable person's policy is adopted**
- **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**
- **The organisations accounts from the previous 2 years, if available**

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

Assessment Procedure

Your application will be considered by a meeting of the Full Parish Council, which meet once a month on the evening of the second Monday. Please consult with the parish council website for dates of these meetings and submit your application at least 14 days before the meeting date.

Once the grants budget has been exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

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 Applicants

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. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Bilsthorpe Parish Council. 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.