

DYMCHURCH PARISH COUNCIL

GRANT AWARD POLICY AND APPLICATION FORM

TO BE REVIEWED ANNUALLY AT THE TIME OF THE BUDGET PREPERATION

DATE OF ADOPTION- 6th December 2020

Introduction

A grant is any payment or gift made by the Parish Council to an organisation or community group for a specific purpose for the benefit of the Parish or residents of the Parish.

Dymchurch Parish Council has allocated a budget for the award of grants. Dymchurch Parish Council uses the **General Power of Competence** which allows the allocation of grants to groups, individuals within and outside the Parish of Dymchurch.

If during the life of this adopted policy the availability of the General Power of Competence lapses grants can only be awarded using specific powers laid down in statute. If no statutory power exists, the Parish Council may use Section 137 of the Local Government Act. This allows Councils to give grants to community groups and specifically “in the interests of or will directly benefit the inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. This, therefore, precludes awarding grants to individuals for their personal use.

Grant Awarding Policy-

1. All applicants must meet the following criteria
2. All applications must be submitted using the attached application form.
3. All applications will be considered but grants will be awarded for specific projects or events.
4. Grants will not be awarded for running costs or salaries
5. The applicant must evidence how their project or event will benefit the Parish of Dymchurch or its residents.
6. Applicants from outside the Parish will be considered however they must evidence a benefit to the Parish of Dymchurch or its residents.
7. Previous applications will be considered during the decision-making process
8. The amount granted will be at the discretion of the Council and will not be greater than £500.00.
9. Evidence to support the application may be requested in the form of accounts, invoices, or other documentation. This should be submitted to the Clerk with the application form.

10. All successful applicants will be required to give an update within a reasonable time as to how the grant was used.
11. Recognition of the grant by the Parish Council must be included in any publicity.
12. If the grant is used for an item or activity other than stated within the application without the prior agreement of the Council, the grant will be required to be repaid to the Council in full.
13. The applicant must declare if other funds have been applied for in support of the project and any other contributions being made to it.
14. Retrospective applications will not be considered.

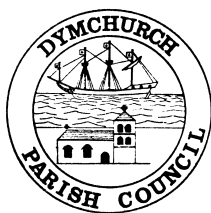
Application Process

1. All grants will be considered by the full Council
2. The Council will assess the application by applying the above criteria.
3. The Council will consider the application at the next scheduled Council meeting and in any case within 8 weeks of the date of the application.
4. The applicant may be required to attend the Council meeting where the application is to be considered to assist the Council with any additional information they may require.

General Comments

1. Applications will be accepted throughout the financial year.
2. Only one grant will be considered from an applicant within the period (unless exceptional circumstances are present).
3. The "period" is from 1st April- 31st March.
4. Details of the grant process will be advertised prior to the start of the financial year and at intervals after the initial advertisement.
5. Grants will be allocated at the Councils discretion and their decision is final.
6. There is no right of appeal.
7. Grants will not be awarded to private individuals, commercial organisations, political parties, protest groups or for any purpose the Council believes does not contribute to the community or could undermine the values of the Parish Council or bring the Council into disrepute.
8. Any applications which appear to the Council to have breached any laws or Council policy on diversity or discrimination will be rejected.
9. The budget for grant awards is fixed and therefore once the balance is allocated the Council will only consider emergency applications.
10. Applicants will be expected to evidence that they have considered risk around fraud and safeguarding and prove good practice in their audit processes
11. All application will be addressed to the Clerk at the following address
Dymchurch Parish Council, 13 Orgarswick Avenue, Dymchurch Romney Marsh Kent
TN29 0NX

Further information can be obtained from the Clerk by email at dymchurchpc@outlook.com or telephone 01303



DYMCHURCH PARISH COUNCIL GRANT APPLICATION FORM 2021-2022

Please supply enough information so that the Council can consider your application fully.

You may be required to attend a Council meeting to present your application.

The document cells will expand as you write.

	Information Required	Details
1	Name of Project	
2	Name of organisation	
3	Name and address of contact	
4	Telephone number of contacts	
5	Is the organisation a registered charity	If yes, please give the registered charity number No.
6	Amount of Grant requested Please supply your bank details for electronic transfer if successful Bank Sort Code Bank Account Number	£

	Bank Account Name	
7	Purpose of grant	
8	Total cost of the project	
9	If the total cost of the project is more than the grant explain how the additional funds have been or will be obtained	
10	Have you applied for a grant or donation for the same project	Yes/No
11	If yes how much have you applied for and from whom	
12	Describe the project and what you want to achieve with the grant	
13	Please select one of the categories which best fits how your project will support those listed (please tick) If none are listed please use the space below to give further details as to which part of the Community you hope to support or influence through your project	<ol style="list-style-type: none"> 1. Health and Wellbeing 2. Elderly provision including combatting loneliness and isolation 3. Fitness and sports provision 4. Building Communities 5. Community engagement- reaching out to minority groups and diverse communities 6. Youth Provision 7. Creative arts 8. Environmental 9. Local History and Heritage
14	Explain how this project will benefit the Parish of Dymchurch or its residents	
15	Please state the start date of your project	

Please return the application form with any supporting documents to the Parish Clerk Dymchurch Parish Council 13 Orgarswick Avenue, Dymchurch, Romney Marsh Kent TN29 0NX or email [dymchurch pc@outlook.com](mailto:dymchurchpc@outlook.com)