

## Cound Parish Council

# Grant Awarding Policy and Procedure

Adopted: 19<sup>th</sup> July 2018

Next review: July 2019

### Introduction to the 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. The applicant organisation should not be directly controlled or administered by the Parish Council.

Under S137 of the Local Government Act 1972 a Parish Council has the power to award grants to community organisations to support them in their work. The law requires that S137 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 criteria will apply when considering applications for other grants.

Cound Parish Council is funded by the residents of the Parish via the Council Tax levied by Shropshire Council. Limited Parish Council funds are available each year to assist community organisations located and working in the Parish for the benefit of the community.

This document sets out the Parish Council’s policy and procedure for awarding grants with the aim of ensuring that all of its award-making activity is open, transparent, fair and supports local organisations.

### Policy

The Parish Council awards grants, at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the parish and its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Cound in a positive way
- Improving recreation/sports

## Who is eligible to apply?

The Parish Council's awards are open to established voluntary or community groups, as well as to new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

To be eligible for the award of a grant an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or a set of rules, which define its aims, objectives and operational procedure
- be able to provide a copy of its latest annual accounts and/or a detailed budget covering the activity relating to the grant application

Applicant organisations can be local clubs and societies, or regional/national charitable bodies which can demonstrate that they provide a service which will clearly benefit the local community.

Only one grant application will be considered from any organisation in each financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required every year. This will be at the discretion of the council. Grants will not be made retrospectively.

Cound Parish Council will not accept grant funding applications from any of the following:

- Organisations that do not provide a service to the community in the Parish of Cound
- Private individuals or commercial organisations
- Purposes for which there is a statutory duty upon either 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
- Projects which have already been completed or will have been completed by the time a grant would be awarded
- Projects where equipment has been purchased or other costs incurred prior to the application being considered
- Arts and sports projects with no community or charitable element
- Animal welfare projects
- Medical research, equipment or treatment
- Applications in excess of £500

This list is not exhaustive and may be extended at the Council's discretion.

### Application Procedure

So that budgetary consideration can be taken by the Parish Council, organisations requesting a grant should submit the following by 31 October of the financial year *prior*<sup>1</sup> to the funds being required:

- A completed application form. Application forms can be downloaded from the Parish Council website or are available from the Parish Clerk.
- The number, or percentage of its overall members that belong to the organisation who live within the Parish of Cound
- 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 Equal Opportunities Policy, or provide details of its own policy

The Parish Council will also approve a small discretionary emergency grant budget for each financial year. The Council may make an award from the emergency grant budget where it considers it to be appropriate in the event of any unforeseen urgent need or event affecting the community.

### Assessment Procedure

Grant applications will be considered at the next Parish Council meeting following receipt of the application. Meeting dates are listed on the Council website.

In assessing applications the Parish Council will consider each one on its merits and the decision of the Parish Council is final. The following are some of the criteria that will be applied:

- Has the group/project followed the grants process and does it meet the requirements of the grant giving policy?
- The level of benefit to the Parish of Cound and the impact the grant will make
- Evidence of a well managed group including previous experience and track record
- Financial sustainability and viability of the group and/or project
- Evidence of partnership working
- Evidence that funding has been sought from other sources

The applicant will be advised whether their application has been short listed for a grant award in the next financial year within two weeks of the meeting at which it is considered.

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<sup>1</sup> Financial years run April-March. E.g. a successful grant application made by 31/10/18 would be paid after 1st April 2019

An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council, and if successful will be paid as soon as practicable.

The Parish Council will re-consider all short-listed grant award applications while considering its budget for the following financial year.

Each application will be considered on its merits and the decision of the Parish Council is final.

The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

### Successful applicants

Applicants will be notified whether their application has been given budgetary approval by 1<sup>st</sup> February preceding the financial year in which the grant will be made.

A grant award must 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 for which it was awarded, 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 members that a grant has been received from Cound Parish Council and where appropriate mention this in any publicity associated with the funded/part-funded project.

Payment of an approved grant will be made by cheque to the named organisation, or by direct bank transfer upon written request signed by two bank signatories from the named organisation.

# Cound Parish Council

## Grant application form

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Please complete this form and attach the relevant information in support of your application and forward by email to : [clerkcoundpc@gmail.com](mailto:clerkcoundpc@gmail.com), or by post to the Parish Clerk at the address on the Cound Parish Council website.

Name of your organisation	
Name of person completing application	
Position within organisation	
Telephone	
Email	
Is your organisation a registered charity? If yes, registered charity number	
Please confirm that you have read the 'Grant awarding policy and procedure' and that your organisation is eligible to apply for grant funding.	
Details of the project for which the grant is required.  (Please send a separate sheet if necessary and give as much detail as possible)	
How would the grant be used?	
Describe how it would benefit the Parish and its residents.	

Value of grant requested from Cound Parish Council (Max £500 per applicant)	
Total cost of the project	
Has funded been requested from other sources? If so, give details, date application was made, £ amount, success or failure of application etc.	
When are the requested funds required?	
Please attach the following to support the application: <ul style="list-style-type: none"> <li>• Estimates/costings of the project for which the funding will be used</li> <li>• A copy of your latest accounts (if available)</li> <li>• If the organisation is newly formed, a copy of the budget/business plan</li> <li>• Confirmation that you have read and will abide by the Parish Council's Equal Opportunities Policy, or provide a copy of your own equivalent policy</li> <li>• Any other information that you consider will enable the Parish Council to fully consider your application.</li> </ul>	

If you require assistance in completing the application form or submitting the supporting information please contact a Councillor or the Parish Clerk. Details are on the website. Email: [clerkcoundpc@gmail.com](mailto:clerkcoundpc@gmail.com)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (in capitals) \_\_\_\_\_