



## **Abbots Ann Parish Council Grant Policy**

### **1. Introduction**

Abbots Ann Parish Council is funded by its residents, the sum is set by the Council during its budget process. The Parish Council sets aside a proportion of its annual budget for grants which it makes available to support charitable and other not-for profit organisations. A Parish Council has the power to award grants under legal powers which in their opinion will bring a direct benefit to the area, some or of its inhabitants. Abbots Ann Parish Council is committed to aiding and supporting Community organisations located and operating in Abbots Ann, this is with a view to improve their effectiveness, enhance the local environment and achieve value for money. The Policy aims to provide guidance, structure and consistency to the decision making process to ensure decisions made are informed, open, transparent and rational.

The rationale and justification of each application regardless of whether approved or rejected will be recorded in the minutes of the meeting.

### **2. Eligibility**

The organisation must be eligible to apply for a Grant and able to complete the Grant application form. Preference will be given to specific projects or activities rather than general running cost. As a general rule grants in excess of £1000 will not be awarded. Only in exceptional circumstances will applications in excess of £1000.00 be considered. The criteria for eligibility is set out below.

2.1 A not-for-profit organisation and must have a dedicated bank account and operating or providing a service to the Abbots Ann community.

2.2 The application is for the organisation only and no monies will be passed on to a third party.

2.3 The application is not retrospective and must be received prior to the commencement of any works, events or delivery of any service.

2.4 Applicants must evidence the aims and objectives of the organisation is for the benefit of Abbots Ann community.

2.5 The funds can only be used for the purpose stated in the application.

2.6 The organisation or project is not political or quasi-political.

2.7 The organisation function does not primarily fall under another authority Eg. Health Authority or Social Services.

2.8 The application is for the award to be made in the current financial year.

2.9 Newly formed organisations and organisations that have not previously applied are welcomed.

2.10 Only one successful application per organisation per year will be considered.

2.11 It is not the Parish Councils intention to finance ongoing running costs of organisations that fall under Section 137 legislation.

2.12 Individuals are not able to receive a grant.



### 3. Application

3.1 Application forms can be downloaded from the Parish Council website [www.abbottsann-pc.gov.uk](http://www.abbottsann-pc.gov.uk)

3.2 Applications must be received by the Parish Council at least fourteen days prior to the Parish Council meeting in which it will be considered.

3.3 Applications will be considered quarterly at Parish Council meetings in April, July, October and January.

3.4 Additional information to support the grant application is welcomed. This can be details of non-grant funding such as fund-raising events, membership fees etc.

3.5 Urgent applications may be considered at the next available Parish Council meeting. An application form must be completed and a covering letter explaining the reason for the urgency. If the Parish Clerk is not satisfied of the requirement for urgency, the Application may be heard at the next Grant review meeting.

**3.6 The application must be accompanied by the constitution, the last AGM minutes and the latest audited accounts. The Parish Council will only accept 6 months consecutive bank statements for all accounts. If latest accounts cannot be submitted, however in this instance a letter explaining why they are not present must be submitted with the application.**

### 4. Decision Process

4.1.1 Conditions may be set by the Council with regards to the spending of the funds.

4.1.2 Payment will be made within one calendar month of the decision by electronic transfer.

4.1.3 The details of the payment will be recorded in Abbotts Ann Grant register together with the legal power used to issue the grant.

4.1.4 If for any reason the organisation disbands, or the project is not completed the Council may ask for all, or part of the funds to be returned.

4.1.5 Abbotts Ann Parish Council requires a report regarding the spending of the funds to be submitted to the Parish Clerk by the 1st of March each year or when the project is completed, whichever is sooner. The Parish Council will review the use of the grant with the organisation as part of its internal governance programme.

### 4.2 Grant award Refused

4.2.1 Abbotts Ann Parish Council reserves the right to refuse any grant application.

4.2.2 Refusal does not preclude any subsequent applications.

The applicant will be advised of the decision within fourteen days of the meeting. For all Grants applications awarded, the Council will record the rationale for making the award thereby justifying the expenditure in the Grants register.

### 4.3 Grant award approved

The decision will be shared with the applicant at the time they are informed of the decision, in the award confirmation letter.