**WESTONING PARISH COUNCIL**

**Grant Awarding Policy and Procedure**

**Introduction to Policy**

A grant is any payment 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 part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

**Grant Application Process**

1. The Clerk to the council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2. Applicants will be required to complete an application form, available from the Parish Council.

All questions on the application form should be fully answered and additional appropriate

information, which supports an application, should be provided.

3. In addition to the application form organisations will be required to provide the following

supporting information: · a copy of their written constitution or details of their aims and

purpose, · full details of the project or activity, · demonstration that the grant will be of benefit

to the local community within the Parish, · the proportion or number of beneficiaries living in

the electoral area, · demonstration of a clear need for the funding, · a copy of the previous

year’s accounts or, for new initiatives, a detailed budget and business plan.

4. The Council will expect to receive in writing to the Clerk any expression of interest for a

possible grant application exceeding £100 by 30 September of the financial year prior to the

funds being required in order that budget provision can be considered.

5. The Council will make the decision on which grants to award. All applicants will be contacted

following the Council’s decision.

6. Funds available are limited and guidance can be given to applicants as to how much money

is likely to be available in a specific financial year.

**Conditions of Funding**

1. The organisation must be either non-profit or charitable. Applications will not be considered

from private organisations operated as a business to make a profit or surplus.

2. Grants will not be made to projects that discriminate on any grounds.

3. Grants will not be made to individuals.

4. Grants will not be made retrospectively.

5. Applications will not normally be considered from national organisations or local groups with access to funds from national ‘umbrella’ or ‘parent’ organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

6. An organisation should have a bank account in its own name with two authorised

representatives required to sign each cheque.

7. The administration of and accounting for any grant shall be the responsibility of the recipient.

All awards must be properly accounted for and evidence of expenditure should be supplied to

the Council as requested.

8. Only one application for a grant will be considered from each organisation in any one financial

year.

9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh

application will be required each year.

10. Each application will be assessed on its own merits.

11. The Council may make the award of any grant or subsidy subject to such additional

conditions and requirements as it considers appropriate. The Council reserves the right to

refuse any grant application which it considers to be inappropriate or against the objectives of

the Council.

12. Any grant must only be used for the purpose for which it was awarded unless the written

approval of the Council has been obtained for a change in use of the grant monies, and that

any unspent portion of the grant must be returned to the Council by the end of the financial

year in which it was awarded.

13. The Council may make the award of any grant or subsidy as it considers appropriate in the

event of any unforeseen urgent event.

14. Nothing contained herein shall prevent the 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.

**Approved by the Parish Council: February 2018  
Reviewed by the Parish Council April 2020**

**WESTONING PARISH COUNCIL**

**Grant Application Form**

Please complete this form and attach the relevant information and send to:

The Clerk to Westoning Parish Council.

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact Details  Position within Organisation  Telephone  Email |  |
| Is your organisation a registered charity? |  |
| If yes, charity number |  |
| Project for which grant is required |  |
| Total Cost |  |
| Have any funds been requested from other sources? |  |
| Success/failure of application, and amount requested |  |
| Amount of grant requested from  Westoning Parish Council |  |
| When are the funds required? |  |