



Grant Awarding Policy, Procedure and Application Form

Introduction to Policy

A grant in this instance, 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 discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the village by: -

- Providing a service
- Enhancing the quality of life
- Improving the environment and/or promoting the village of Austrey in a positive way.

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not-for-profit community groups.

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.

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.

The application will be placed on the agenda for consideration by the Parish Council, who will decide on the application based on the information provided. Please note that all agenda papers are published and therefore in the public domain. The Clerk of the Council will inform the applicant

of the Councils' decision and arrange payment if you are successful, or provide an explanation if the grant was turned down.

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.

All grants awarded will be subject to a project completion report to Austrey Parish Council, detailing your progress and/or community benefit

Application Procedure

Organisations requesting financial assistance for amounts up to of £500 are required to submit the following:

- A completed application form. Continue on a separate sheet if necessary.
- Bank statements for the last 3 months.
- A copy of your organisation's Constitution, Terms of Reference, or Rules.
- Details of any restrictions placed on who can use/access the services of the organisation.
- Confirmation that the organisation agrees with the Parish Council's Equal Opportunities Policy or give details of your own policy.

Assessment Procedure

*At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links. An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council.

*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 Applications

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 Austrey 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. On receipt of the Grant Payment, a letter is required from the applicant, acknowledging receipt of the payment. This should be on headed paper and given to the Parish Council clerk within 30 days of receipt of payment.

AUSTREY PARISH COUNCIL
Grant Application Form



Please complete this form, attach the relevant information, and send to:
The Clerk to Austrey Parish Council: parishclerk@austrey.co.uk

Name of organisation:	
Official contact details of the organisation:	
Brief description of your group/organisation's main purposes activities.	
Is your organisation a registered charity? If so, please provide charity number:	
Please provide the number or percentage of members that belong to the organisation and live within the parish of Austrey:	

Project for which the grant is required:			
How will this project benefit the parishioners of Austrey?			
Have you received or applied for, or are you intending to apply for funding from any other source for this project?			
Total cost of project:		Amount of grant requested:	

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

Declaration

I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Austrey Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council’s Grant Policy. I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts & invoices etc, as required to Austrey Parish Council, to confirm to them exactly how the money has been

spent if the application is successful. I understand that all money awarded must be repaid to Austrey Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

*If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;

*If the proposed project does not proceed or is abandoned for any reason, or if the organisation disbands during the period of the grant;

*If the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

Signed _____

Print Name _____

Position in the organisation _____

Date _____