

Upper Deverills Parish Council

Grant Awarding Policy

Adopted by Upper Deverills Parish Council 16 September 2020 (Minute 69/20)

Introduction to Policy

A grant is any payment made by the Council to be used by 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 Council. The Council awards grants, at its discretion, to Parish Organisations which can demonstrate a clear need for financial support to the benefit the Parish by

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Brixton Deverill, Monkton Deverill and Kingston Deverill in a positive way.

Grant Application Process

1. The Parish Clerk will receive all applications in the first instance. The Clerk will collate all necessary information ready to present and discuss at the appropriate Council meeting.
2. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional information which supports the application should be provided.
3. Additionally, Organisations will be required to supply the following supporting information:
 - A copy of their written constitution or details of their aims and purpose
 - Full details of the project or activity
 - Evidence of how the grant will be of benefit to the local community within the parish
 - The proportion or number of beneficiaries living in the Parish
 - 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. All applications will be decided at a full Council meeting.
5. The Council has a limited budget and guidance can be given to applicants as to how much money is likely to be available in any 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 individuals.
3. Grants will not be made retrospectively.

4. 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 not adequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
6. 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.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. 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 application for a grant which it considers to be inappropriate or against the objectives of the Council.
11. Any grants must only be used for the purpose for which it was awarded, unless written approval of the Council has been obtained for a change of use of the grant monies. Any unspent portion of the grant must be returned to the Council before the end of the financial year in which it was paid.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. 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.