



# Aldworth Parish Council

## Grant Awarding Policy and Procedure

### Introduction to 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, 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 absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting the Parish of Aldworth in a positive way.

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 and this will be at the discretion of the council.

Adopted: 15<sup>th</sup> March 2021

Reviewed: 09-05-23

Grants will not be made retrospectively.

### **Application Procedure**

Organisations requesting financial assistance for amounts up to of £500 are required to submit their application to the Clerk via email or post at least 2 weeks before the publication of the agenda for the next Parish Council Meeting. For example, should you require a grant for funding a Christmas display in the village, you will need to submit your application 2 weeks before the meeting date in November.

You must return to the Clerk the following information:

- A completed application form.
- The number, or percentage, of members that belong to the organisation and that live within the Aldworth Parish Area.
- 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 give details of their own policy.
- All grants awarded will be subject to regular 'report back' to Aldworth Parish Council as to progress and/or community benefit at the Annual Parish Meeting in May of each year.

### **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 a grant application has been received, it will be added to the agenda of the next Parish Council Meeting, discussed by the Council and either approved / not approved at the meeting.

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 Aldworth 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.

The Application form can be found on the next page.



# Aldworth Parish Council

## Grant Application Form

Please complete this form and attach the relevant information and send to:  
clerk@aldworth-pc.gov.uk

Name of Organisation:	
Contact Details:	
Position in Organisation:	
Telephone:	
Email:	
Is your organisation a registered charity?	Yes / No (if yes please provide charity reference number)
Project for which grant is required:	
Total Cost:	
Have any funds been requested from other sources? (Please give details)	
Success / Failure of application, and amount requested:	
Amount of Grant requested from Aldworth Parish Council:	
When are the funds required?	
How would you like to receive funds if successful?	<i>Cheque or BACS – if cheque state name of account holder, if BACS state bank details.</i>

For Clerk use only:

Date Received:	
Next Parish Meeting Date:	
Decision by Council:	
Funding Processed:	