

Horrabridge Parish Council

Grant Awarding Policy & Procedure

This policy has been drawn up to demonstrate a fair and transparent process for awarding grants.

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. Section 137 of the Local Government Act requires that such grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” The law also limits the total amount of expenditure a council may incur on such payments.

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 Parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and/or sports
- Improving the environment

Any organisation wishing to apply for grant funding must complete the attached **Grant Application Form** and submit it to the Clerk.

The applicant must demonstrate that any funding provided by the Parish Council will be of benefit to the residents of the Parish. The Parish Council will not normally make grants to organisations outside of the Parish unless there are direct benefits to the Parish or its residents. Applications should be made for ‘one-off grants’ that will not result in any recurring expenditure for the Parish Council.

- 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.
- Grants will not be made retrospectively.

The Parish Council will not award grants to Political Parties or Religious organisations unless for a purpose which does not discriminate on grounds of belief.

When considering a grant application, the Parish Council will take into account;

- Whether the Parish Council has the power to make the grant
- Whether the applicant has shown a degree of fund-raising on a ‘self help’ basis
- Whether the applicant has applied to other bodies for grant funding for the same project

Procedure

1. Grant requests must be on a completed Horrabridge Parish Council Grant Application Form.
2. All requests must include the necessary supporting documentation listed on the application form.
3. Completed application forms and documentation should be posted to the Parish Clerk, Horrabridge Parish Council, The Village Hall, 26 Station Road, Horrabridge, PL20 7SS or emailed to clerk@horrabridge-pc.gov.uk
4. Applications will be considered at a Parish Council Meeting and will only be awarded by resolution of the Council.
5. Grant awards are subject to the availability of sufficient funds.

Should you require any further information please contact the Clerk on 01822 854045 or email: clerk@horrabridge-pc.gov.uk

Grant Application Process

The Clerk to the council will receive all applications in the first instance and will collate all the necessary information from the applicant ready for presentation in advance of the Council's meeting in January.

Applicants must complete an application form and all questions on the application form should be fully answered.

The application should detail:

- The organisation requesting support
- The amount requested, along with details of any funding sourced elsewhere and where the money is required
- The project for which the money is sought, including any relevant areas which might support your application and under the decision-making criteria listed below

Decisions will be based on the following criteria

- General eligibility
- Impact on key local needs
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Effectiveness

Submission of completed applications is required by 30 November of the financial year prior to the funds being required.

All grant applications will be considered at the January meeting of the Parish Council and the applicants will be informed of the Council's decision by 31st January in each year.

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 the unexpended part of such monies, must be returned to the Parish Council. The Parish Council may request proof of expenditure.

APPLICATION FORM FOR GRANT(S) AND / OR DONATION(S)	
To be completed and submitted with the supporting information required as per the Grant Procedure section of the Grant Awarding Policy	
Name of organisation	
Address of organisation	
Contact name and telephone number	
Position in organisation	
Is the organisation a registered charity? If yes, Charity Number	
Please answer the following:	
What would the grant/donation be used for?	
How would it benefit the parish?	
Total cost of project?	
Total amount requested?	
Are you applying to other organisations for funding?	