PERRY PARISH COUNCIL GRANT AWARDING POLICY

Introduction

1.1 A grant is a payment made by Perry Parish Council (hereafter “the council”) to be used by an organisation or group (hereafter “organisation”) for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly or jointly controlled or administered by the council. The council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

• Providing a service.

• Enhancing the quality of life.

• Improving the environment.

• Promoting the parish in a positive way.

1.2 Grants will be made in accordance with section 137 of the Local Government Act 1972 and other relevant legislation. This includes the permissible expenditure limits.

1.3 The council will decide what, if any proportion of the budget shall be allocated for grants during its annual budget approval process.

1.4 Grants are funded by public money. The council’s primary responsibility is to the residents of Perry, and has no obligation to make any grants or donations.

2 The Grant Application Process

2.1 Applicants will be required to complete an application form, available from the parish clerk or from the parish council website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.2 In addition to the application form, organisations will need 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 which the grant is for,

• An explanation of how the grant will be of benefit to the local community within the parish,

• A demonstration of a clear need for the funding,

• A copy of the previous year’s examined accounts or, for new initiatives, a detailed budget and business plan.

• Evidence of alternative or additional fund-raising activities.

• Any other information the council considers necessary.

2.3 Available funds are limited and guidance can be given to applicants by the clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual funds available.

2.4 Applications will generally be considered at the council's annual meeting in May. Applicants should familiarise themselves with the cut-off date for additions to that meeting's agenda. Applications received after this date may still be considered at the council's discretion. Applicants will be advised when their submissions are to be considered.

3 Conditions of Funding

3.1 The applicant organisation must either be a not-for-profit or charitable organisation or operate in this spirit in the interests of the local community.

3.2 Grants will not be made to organisations or projects that discriminate on any grounds.

3.3 Grants will not be made to individuals.

3.4 Grants will not be made retrospectively.

3.5 Grants will not be made to religious organisations unless the activity or project concerned is of benefit and available to people of any or no faith.

3.6 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

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

3.8 All awards must be properly accounted for and evidence of expenditure should be supplied to the council where requested. Where a grant awarded exceeds £2,000 a report must be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report has to be deposited with the parish clerk. Applicants should be aware that this becomes a document which members of the public have the right to inspect under provisions of section 228 of the Local Government Act 1972.

3.9 A public acknowledgement of any grant awarded should be made by the recipient.

3.10 Only one application for a grant will be considered from each applicant in any one financial year.

3.11 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

3.12 Funding is limited. When considering an application, the council may take into account any previous applications for funding, grants made and other factors it considers relevant.

3.13 The council may make the award of any grant 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.

3.14 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. Any unspent portion of the grant should be returned to the council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.

3.15 The council's decision is final, and there shall be no appeals process.