

Policy	<b>Grant Awarding Policy</b>
Adopted	Adopted by Tibshelf Parish Council 20/12/2022. Min no.1222/2890
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Review schedule	Annual

### **Introduction**

1. 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 benefit the Parish by:
  - Providing a service
  - Enhancing the quality of life
  - Improving the environment
  - Promoting the Parish of Tibshelf in a positive way
2. This policy does not apply to any expenditure made under section 137 of the Local Government Act 1972.
3. The grant application limit has been agreed at £200 for 2024-25.

### **Grant Application Process**

1. Applicants will be required to complete an application form available from the Parish Clerk. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
2. In addition to the application form organisations will be required 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
  - demonstration that the grant will be of benefit to the local community within the Parish
  - the proportion or number of beneficiaries living in the electoral area
  - demonstration of a clear need for the funding
3. The Clerk to the council will receive all applications in the first instance and the grant request will be included on a Full Council meeting agenda for consideration.
4. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

### **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 inadequate for a specified project.
5. An organisation should have a bank account in its own name.
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 grant application which it considers to be inappropriate or against the objectives of the Council.
11. 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, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.