

COTHERSTONE PARISH COUNCIL

Grant Awarding Policy

Introduction

1. A grant is any payment 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.
2. 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 recreation and/or sports
 - Improving the environment or
 - Promoting the parish in a positive way.
3. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Grant application process

4. Any applicant for a possible grant exceeding £100 must express their interest in writing to the Clerk of the Parish Council before 31 October of the financial year prior to the funds being required, in order that that Council budget provision can be considered.
5. Applicants are required to complete an application form, available from the Parish Council Clerk or from the website <http://cotherstoneparishcouncil.org.uk>
6. In addition to the application form, applicants are required to provide the following supporting information:
 - A copy of the organisation's 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
 - A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
 - A copy of the organisation's latest bank statement
7. The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information for presentation and discussion at the appropriate Parish Council meeting.

8. If councillors require additional information before determining the application, they may ask the applicant to attend a meeting.
9. The full Council, normally at its meeting in March, will make the decision on which, if any, grants to award. All applicants will be contacted following the Council's decision.

Conditions of funding

10. The applicant 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.
11. Grants will not be made to organisations or projects that discriminate on any grounds.
12. Grants will not be made to individuals.
13. Grants will not be made retrospectively.
14. Grants will not be made to cover salary or routine administration costs.
15. Grants will not be made for hospitality.
16. Grants will not be made to organisations with substantial unallocated reserves.
17. 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.
18. Organisations seeking a grant for buildings must demonstrate a reasonable security of tenure in the relevant property.
19. The applicant organisation will have a bank account in its own name with two authorised representatives required to sign each cheque.
20. 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 on request.
21. Ongoing commitments to award grants in future years will not be made; a fresh application will be required each year.
22. Each application will be assessed on its own merits and will be considered along with other applications submitted.
23. 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.
24. Any grant must be used only 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. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
25. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
26. The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent need.
27. In the case of a Council grant forming part of 'match funding' where the organisation is seeking additional grant funding to enable the project to proceed, the funds approved will be available to the organisation only until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the

funds continue to be required for the project, a further Grant Renewal Application letter must be submitted, usually for consideration by the Council in March of the current financial year.

28. Nothing contained in this policy shall prevent the Council from exercising, at any time, its existing 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.

Policy review

29. This policy will be reviewed at each annual meeting of the Council.

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