

Grant awarding policy for Norton St Philip Parish Council

Policy Statement

A Grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.

Note The expression 'Norton St Philip' shall mean the Parish of Norton St Philip, including Farleigh Hungerford and Hassage.

This policy shall be reviewed every three years.

1. Policy

Norton St Philip Parish Council considers grants to community organisations which can show a clear need for financial support to benefit Norton St Philip by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Norton St Philip in a positive way

The organisation must be either non-profit making or charitable. Grants will not be made to individuals. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

With the exception of the Church Mead Committee and the Palairet Hall Management Committee, with which the PC has particular connexions in relation to the welfare of the community, a community grant will not normally exceed £1,000. The element of the Council's budget allocated to community grants will not exceed 25%. While modest capital grants may be awarded to enable an organisation to build up its capital reserves, revenue funding will be awarded to organisations which can demonstrate need in the next fiscal year.

The PC is willing to assist financially local organisations which seek to attract external funding for capital projects, eg from the National Lottery. The PC recognises that external funders will usually be looking for evidence of local financial support. The PC is prepared to consider modest pump-priming funding where it seems likely that such funding would increase the chances of leveraging in other funds.

Grants can be for one year or annualised over three years. The latter approach will be adopted if the PC judges that committing to three year funding is in the interests of the community *and* if certainty of three year funding is important to the forward planning of the organisation concerned.

2. Process

The Clerk to the Council will receive all applications in the first instance. The Clerk will then collate all the necessary information ready for presentation and discussion at the appropriate Council meeting.

- The Council's grants budget will be set annually as part of the general budget setting process.
- Applications will be invited by between 1st October and 31 December in each financial year for consideration by the Council during precept setting at the January meeting.
- Exceptionally, a grant may be awarded at other times of the year when the organisation concerned could not reasonably have known that it would require funding or, in the case of an organisation already in receipt of funding, seeks additional funding, eg to take advantage of an external funding opportunity.
- The scheme will be publicised through *Parish News* magazine and the Parish Council website. Organisations will not automatically be written to on the basis of previous expressions of interest.
- Applicants will be required to complete an application form.
- Organisations will be required to provide a copy of their previous two years' accounts or, for new initiatives, a budget forecast.
- Organisations will be required to provide a copy of their written Constitution, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.
- The Council will make the decision on which grants to award.
- All applicants will be contacted following the Council's decision.
- Grants awarded will be publicised via the Council's website.

3. Grants

- The administration of and accounting for any Grant shall be the responsibility of the recipient.
- There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year.
- All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

CONDITIONS OF FUNDING

- Applications WILL NOT be considered from Private organisations operated as a business to make a profit or surplus
- Applications WILL NOT be considered from 'Upward funders', i.e. local groups whose fundraising is sent to their central HQ for redistribution.
- 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.
- Applications will only be considered from organisations and groups whose membership is open to the whole Norton St Philip community and where clear benefits to the wider community can be demonstrated without discrimination on grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.
- All applications must demonstrate clearly how the grant will be of benefit to the local community within the Parish.
- An organisation is required to submit audited accounts, or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- An organisation is required to have a bank account in its own name with two authorised representatives required to approve payment.

- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the full Council, where the matter will be decided.
- To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations