



POLICY RELATING TO THE AWARDING OF GRANTS

Introduction to Policy

- 1.1 A grant is a payment made by Old Basing & Lychpit Parish 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 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:
 - a. Providing a service
 - b. Enhancing the quality of life
 - c. Improving recreation and/or sports
 - d. Improving the environment
 - e. Promoting Old Basing & Lychpit Parish Council in a positive way.
- 1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the council's opinion, the grant will benefit any part of its area or any of its inhabitants.

Grant Application Process

- 2.1 Funding for grants will be agreed at the Annual Finance & Resources Committee Meeting when setting budgets for the coming year.
- 2.2 The Parish Clerk will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the next appropriate Council meeting.
- 2.3 Applicants will be required to complete a standard application form, available from the Parish Office or from the parish council website. All questions on the application form should be fully answered and additional appropriate supporting information should be provided.
- 2.4 In addition to the application form, organisations will be required to provide the following supporting information:
 - a. A copy of their written constitution or details of their aims and purpose
 - b. Full details of the project or activity which the grant is for
 - c. An explanation of how the grant will be of benefit to the local community within the Parish
 - d. The proportion or number of beneficiaries living in the electoral area
 - e. Demonstration of a clear need for the funding
 - f. Where a request for grant exceeds £200, the applicant will be required to submit full accounts.
- 2.5 In the case of requests for less than £200 an Income & Expenditure Statement with opening and closing cash/bank balances will be required.
- 2.6 Grant applications will be considered at the first full Parish Council Meeting following receipt of the application (meetings usually held on the first Tuesday of every month).
- 2.7 Applicants for grants will be advised of the meeting at which the application is to be discussed and invited to attend. Applicants present at the meeting may be asked to give additional background

information on the organisation and the purpose of the grant to that already provided and to clarify any points raised.

- 2.8 Funds available are limited and advice 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.

Conditions of Funding

- 3.1 The applicant organisation must be either be a not for profit or charitable organisation or operate in this spirit in the interests of the local community. Grants are not awarded to commercial enterprises.
- 3.2 Grants will not be made to 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 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.6 Grants will not be made to local groups whose fund raising is sent to their central headquarters for redistribution.
- 3.7 The administration of and accounting for any grant shall be the responsibility of the recipient body.
- 3.8 All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council where requested.
- 3.9 Applicants must acknowledge the Council in any publicity relating to the grant and agree to the Council publicising details of any grants it makes.
- 3.10 Only one application for a grant will be considered from each applicant in any single 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 Each application will be assessed on its own merits.
- 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 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 under the provisions of the Local Government Act 1972, Section 137.