

# LITTLE OAKLEY PARISH COUNCIL

## GRANT AWARDING POLICY

Adopted 9<sup>th</sup> June 2021 (Minute Number 21/30)

Reviewed 14<sup>th</sup> June 2023 (Minute Number 23/029)

Next Review Date June 2025

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### Introduction

A grant is any payment made by Little Oakley Parish Council {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 Little Oakley in a positive way

### Grant Application Process

1. The Clerk to the Council will receive all applications in the first instance. A designated Councillor will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete a grant application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. 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,
  - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.
5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

## 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 with two authorised representatives required to sign each cheque.
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 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.
13. 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.

## LITTLE OAKLEY PARISH COUNCIL GRANT APPLICATION FORM

(Please contact the Clerk if a word document version is required)

<b>Your organisation's name and address</b> This should be as provided in your constitution or set of rules	
<b>Contacts &amp; position in the organisation</b> Main contact and telephone number. This must be someone who we can contact to talk about this application e.g. Secretary or Treasurer and address for correspondence if different from above	
<b>Type of organisation</b> (i.e. Charity, unincorporated association etc.). If your organisation is a registered charity, please give a registration number	
<b>What are the main activities of your organisation?</b>	
<b>Why has your organisation applied for money from the parish council?</b> Give details of how the money will be used. If it is for a specific project, please provide an intended timetable and outcome for the project	
<b>How will the provision of money to your organisation be of benefit to the community of the parish?</b>	

<p><b>What has your organisation done to obtain funding from other sources?</b> If possible, include completed applications from other bodies, sponsorship from local businesses etc</p>	
<p><b>What fund-raising events has your organisation carried out or plans to carry out to raise funds for this project?</b></p>	
<p><b>How much money do you need IN TOTAL for your project?</b> Give a breakdown of what the money is for. Where possible, include at least two estimates for work or equipment</p>	
<p><b>How much money are you requesting from the parish council?</b></p>	
<p><b>Will you provide copies of paid invoices?</b></p>	
<p><b>Do you agree to the parish council publicising details of the grant?</b></p>	
<p><b>Date required by?</b></p>	
<p><b>Any further relevant information</b> Please continue on a separate sheet if necessary</p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_