



## **GRANT AWARDING POLICY**

Approved: May 2022

Review Date: May 2023

## Grant Awarding Policy

The purpose of this document is to advise those wishing to apply for a grant on how to make an application, how the application is considered and the process once a decision has been made.

### 1. GENERAL

**1.1** The contribution made by the many organisations and individuals to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Kimpton, Peters Green or Blackmore End.

**1.2** This policy has been prepared to explain the main details of the grant scheme so please read them carefully before you complete the application form.

**1.3** Although the parish council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

**1.4** There is a limited budget each year, so it is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.

**1.5** The scheme provides start-up awards for new ventures as well as grants for existing organisations.

### 2. CONDITIONS OF FUNDING

**2.1.** Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to pay running costs, funding for particular events or project.

**2.2** Applications WILL NOT be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

**2.3** 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.

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**2.4** Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

**2.5** Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

**2.6** The organisation will normally be expected to have clearly written aims and objectives, a copy of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

**2.7** All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

**2.8** An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget and business plan.

**2.9** An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque or bank payment.

**2.10** Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

**2.11** Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Full Council. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

**2.12** Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

**2.13** Further details of other organisations that may be supportive may be obtained from the Parish Clerk.

### **3. GRANT DECISION**

**3.1** Grants are considered by Full Council. The application must be with the Parish Clerk two weeks before the date of the council meeting.

**3.2** Applicants are able to attend the council meeting when the grant applications will be considered.

**3.3** The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

**3.4** When a decision has been made by the council you will be informed as soon as possible as to the outcome. This will generally be by email. Should your grant be approved then we aim to send electronic payment to the organisation as soon as practicable.

### **4. AFTER THE DECISION**

**4.1** Acknowledgments of financial support received from the Council will be required on documentation and any promotional material literature or other media. Successful applicants should agree to:

- Acknowledge Kimpton Parish Council as a funder/partner in the media
- Agree to any reasonable joint publicity Kimpton Parish Council may require
- Provide a statement or report of how the money has been used
- Give permission for use of photographs in the media and Kimpton Parish Council publicity material

### **5.0 GRANT REVIEW**

**5.1** Successful applicants must provide receipts or other evidence of expenditure within 6 months of receipt of the grant award. Applicants should show that funds have been used for the purpose specified in the grant application.

**5.2** Applicants should provide a description of the actual benefit of the project to the community within 6 months of receipt of the grant award.

**5.3** If the organisation ceases to exist for any reason prior to spending the grant or fails to spend the monies within 12 months of the award, the Council may ask for all or part of the monies to be returned.