

MARSTON SICCA PARISH COUNCIL

Email: Clerk@marstonsicca-pc.gov.uk

GRANT AWARDING POLICY

Adopted: March 2022

1. Definition

A grant is any payment made by the council to be used by an organisation for a specific purpose that will benefit Marston Sicca Parish Council, or residents of Marston Sicca Parish, and which is not directly controlled or administered by the council.

2. Council's priorities for awarding grants

This policy does not apply to any expenditure made under section 137 of the Local Government Act 1972.

2.1 The council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

- a) providing a service
- b) enhancing quality of life
- c) improving the environment
- d) promoting Marston Sicca Parish in a positive way

3. Grant application process for awards over £250.

3.1 The clerk will receive all applications, then collate all the necessary information from the applicants ready for presentation and discussion at the appropriate council meeting.

3.2 Applicants will be required to complete an application form (see Appendix Grant Application Form). All questions on the application form should be answered. Additional information which supports an application should also be provided.

3.3 In addition to the application form, organisations will be required to provide:

- a) full and complete copies of signed and audited accounts for the past two years (if your organisation has been in existence for that period).
- b) bank statements for the last three months, signed by a member of your organisation, indicating their position.
- c) a detailed budget plan and supporting evidence.
- d) evidence of any other awards towards the project.

3.4 The council will expect to receive in writing to the clerk any expression of interest for the possible grant application exceeding £250 by 30th September of the financial year prior to the funds being required to consider budget provision. Submission of the application is required by 30th November of the financial year prior to the funds being required.

3.5 The council will make the decision on which grants to award. All applicants will be contacted following the council's decision.

3.6 The council has a limited budget each year and guidance can be given to applicants on how much money is likely to be available in a specific year.

4. Conditions of funding

4.1 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.

4.2 Grants will not be made to individuals

4.3 Grants will not be made retrospectively

4.4 An organisation should have a bank account in its own name with an evident method of approval to sign/authorise payments.

4.5 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.

4.6 Only one application for a grant will be considered from each organisation in any one financial year, unless the organisation is operating separate projects.

4.7 Ongoing commitments to award grants or subsidies in future years will not typically be made. A fresh application will be required each year. The council may, however, consider supporting a project for a longer period if the organisation can demonstrate how such a project would benefit the larger community.

4.8 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.

4.9 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 money, and that any unspent portion of the grant must be returned to the council by the end of the financial year in which it was awarded.

4.10 The council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

5. Annual Parish Meeting

5.1 Any organisation in receipt of a grant from the parish council exceeding £250 will be required to attend the next Annual Parish Meeting (Parish Assembly) held between the 1st of March and 1st June. The organisation should resent a brief report to the parishioners on how the grant has benefitted the organisation and its beneficiaries. In exceptional circumstances, and with the consent of the parish council, a written report will be accepted instead.

6. Progress Report

Halfway through and at the end of the financial year, any organisation in receipt of a grant exceeding £250 will be required to provide written reports to the parish council on how the grant project is proceeding and how the money is being spent, the council may request receipts.

7. Grant awards of £250 or less

Grants of £250 or less may be awarded at the discretion of the parish council at any time of the year.

Such grants may not need to adhere to sections 3 above. However, grants should still align with the priorities listed in section 2.

8. Emergency Grants will be considered on their merit.

Marston Sicca Parish Council

MARSTON SICCA PARISH COUNCIL

Serving Marston Sicca, Meon Vale and Shackleton Village

Contact: Clerk@marstonsicca-pc.gov.uk

COMMUNITY GRANT APPLICATION FORM

Name of Organisation:	
Address:	
Telephone Number:	Email:
Charity Number (if applicable):	
Contact Name & Position in Organisation:	
Information in support of this application:	
Approximate cost of Project:	£
Amount of grant you are requesting:	£
Other funding applications pending, approved or awarded	
Name of funding source	
Please tick to confirm you have enclosed a copy of your organisation's :	
<input type="checkbox"/> Most recent accounts	
<input type="checkbox"/> Most recent bank statements (to include any current or savings accounts)	
<input type="checkbox"/> Constitution if applicable	
DECLARATION	
1. I am authorised to make this application on behalf of the above organisation	
2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if the grant is awarded by the Parish Council	
3. I certify that the information contained in this application is correct	
4. If the information in this application changes in any way, I will inform the Parish Council	
5. I agree to provide written confirmation of receipt of the grant	
6. I agree to provide written confirmation of the grant was spent (with receipts if requested)	
7. I agree to repay any grant monies not used for the purpose specified in this grant application form	
Signed:	Date: