

Northborough Parish Council

Grant Awarding Policy & Procedure

Introduction

Northborough Parish Council has the power to award grants to organisations that will benefit the parish and its residents.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations that can demonstrate a clear need for financial support in order to achieve an objective that will benefit the parish by:-

- Providing a service for which there is a clear need, and which will benefit a high number of residents
- Enhancing the quality of life
- Improving the environment

The parish council will not award grants to:-

- Private individuals
- Commercial organisations
- Local groups where fund-raising is sent to a central head office for redistribution
- Political parties
- Religious organisations – unless for a purpose that does not discriminate on grounds of belief

The above list is not exhaustive and may be added to at the council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Grants will not be made retrospectively.

Application Procedure

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

In order for a grant application to be considered as part of the parish council's budgetary procedure it must be submitted by 1st November, for awarding during the following financial year. Grants received outside of the budgetary period may still be considered, subject to budget.

A grant application must include: -

- A fully completed application form
- Copies of the applicants last year end accounts
- The number of parish residents who are members
- Details on any restrictions placed on who can use/access the service
- Constitution
- Bank details

All grants awarded will be obliged to report back to Northborough Parish Council as to progress and community benefit.

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Assessment Procedure

The amount of any individual grant may not exceed £500, and the full amount requested may not be awarded. In exceptional circumstances the Parish Council will consider requests for grants in excess of £500 for major events.

The Parish Council will normally assess applications at its November meeting and will feedback the result to applicants as soon as possible after the meeting. If your grant is successful, you will need to formally accept it and agree to any terms and conditions.

An unplanned grant application, received during the current financial year, will be considered at the next parish council meeting, subject to budget being available.

Each application will be assessed on its own merits. However, to ensure fair distribution of available funds the Parish Council will take into account the amount and frequency of any previous awards, and the spread/impact within the parish. Due account may also be taken of the extent to which funding has been sought from other sources or fund-raising activities.

The Parish Council may make the award of the grant subject to any such additional conditions and terms as it feels necessary. The Parish Council reserves the right to reject any grant applications which it feels are not of great value to the whole parish, are inappropriate or are against the objectives of the council.

Successful Applications

A grant award must only be used for the purpose detailed on the application. When the project is completed, we will request copies of any invoices related to the project. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or the unused portion, must be returned to the parish council.

Where equipment is gifted to an organisation the Parish Council requires that it be insured and maintained at the expense of the user.

Data Protection Statement

The information supplied on the application form and supporting communications/documentation will be used by Northborough Parish Council to assess the application.

We may check information provided by you, or information provided about you by a third party, with other information held. We may also get information from third parties or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law.

Northborough Parish Council is the Data Controller for the purposes of the Data Protection Act 1988.

If you want to know what information is held about you then please contact the parish clerk.

This policy will be reviewed each year.