

# **Stanwick Parish Council**

## **Grant Awarding Policy**

Subject to the conditions stated below a grant application may be submitted to the Parish Council.

Grant application forms are available from the Clerk or from the Parish Council website.

Applications may be submitted for amounts up to £200.00 at any time.

Applications for between £200.01 and £(4)700.00 may be considered however the payment of the grant may be deferred until a new financial year.

Applications for amounts over £(4)700.01 should be submitted by 31<sup>st</sup> August in any year. If the application is successful, payment of the grant will be deferred after 1<sup>st</sup> May in the following financial year.

Application forms must be submitted along with the latest set of the group's accounts. In the case of a newly formed organisation, a detailed budget and business plan must be submitted along with the application form.

The application must be accompanied by a breakdown on how you have identified the amount you need.

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.

### **Conditions of Funding**

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of the Parish of Stanwick. All applications must clearly demonstrate how this will be achieved

2. 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.

3. Grants will not be made to projects that discriminate on any grounds.

4. Grants will not be considered if they are for:

- An individual.
- Travel outside the UK
- Funds to build up a reserve whether distributable or not
- Loan repayments
- Contributions to general appeals
- Political purposes

5. Grants will not be made retrospectively for projects already started.

**6.** 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.

**7.** Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.

**8.** An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

**9.** 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. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.

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

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

**12.** Each application will be assessed on its own merits.

**13.** 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.

**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, 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.

**15.** The group receiving the grant will acknowledge the contribution from the Parish Council in any publicity material, website or press release etc.

**16.** The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

**17.** 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 or the Localism Act 2011.

Version	Date adopted	Minute ref	Reviewed	Reviewed
1	24/07/2014	63 d	Feb 2018	16/07/2020