

HIGHCLERE PARISH COUNCIL

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment made by the Parish Council to 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 Parish Council. The law requires that Section 137 grants must be “in the interests of, or will directly benefit the area, or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants.

Policy

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

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Highclere in a positive way
- Protecting/preserving something of value to the Community

The Parish Council will NOT award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties

This list is not exclusive, 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.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance for amounts in excess of £500 are required to submit by 1st November, at the latest, in the year preceding their funding requirement.

- A completed application form
- Copies of their last year end accounts,
- The number, or percentage, of members that belong to the organisation and that live within the Highclere Parish Area,
- Details of any restrictions placed on who can use/access their services
- 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.

Where the total cost of the project is over £3000 the Parish Council will require that the organisation has robust tendering regulations e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of community benefit. For these grants, the council will expect to see some evidence of other third party funding. All grants awarded will be subject to regular 'report back' to Highclere Parish Council as to progress and/or community benefit.

Assessment Procedure

At the Parish Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council in accordance with the application procedure, and which it envisages may be granted. Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting.

An additional amount will be reserved from which other grant requests (up to £500) may be made. A maximum award of £500 only for such unplanned applications will be considered. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Parish Council.

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

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish 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.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies or unexpended part of such monies must be returned to the Parish Council. The Parish Council will *request proof of expenditure*.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Highclere Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

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

**HIGHCLERE PARISH COUNCIL
Grant Application Form**

Please complete this form and attach all relevant information and send to: The Parish Clerk to Highclere Parish Council, Highclere Village Hall, Andover Road, Highclere, RG20 9QS

Name of Organisation		
Contact Details		
Position within Organisation		
Telephone	Landline	
	Mobile	
email	@	
Is your organisation a registered charity? <i>(Please tick)</i>	Yes (✓)	
	No (✓)	
If yes, provide charity number		
Project for which grant is required		
Total Cost	£	
Have any funds been requested from other sources? If yes, please give details below		
Success/failure of application, and amount Requested		
Amount of grant requested from Highclere Parish Council	£	
When are the funds required?	Start date of project:	Anticipated end date:

