

# Kettleburgh Parish Council

## Grant Awarding Policy

### Introduction to Policy

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

### Legal Framework

The Council can only award grants using certain legal powers. Where there is no statutory power the Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefits obtained are commensurate with expenditure incurred. This means that grants cannot be given to individuals. This document has been drawn up to demonstrate a legal, fair and transparent process.

### Aims

The aims of the Council's grant-awarding are to:

- Support local solutions to meet local needs
- Promote community cohesion
- Develop a sustainable and supportive community
- Promote health and wellbeing
- Tackle disadvantage.

To achieve those aims, the Council awards grants, at its discretion, to Parish organisations that can demonstrate a clear need for financial support to benefit the Parish or those who live in it by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Kettleburgh in a positive way

Important groups for this purpose are:

- Older people
- Children
- Young people
- People suffering from a long-term disability or illness
- Carers
- Low-income families
- Minority groups
- People with mental health needs.

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## Grant Application Process

The Council is committed to making the grant application process as easy and as accessible as possible for local voluntary and community groups, regardless of size and professional fund-raising expertise. But we have a limited budget each financial year and guidance can be given to applicants as to how much money is likely to be available in a specific year. Grants will normally be restricted to modest sums. If the Council has sufficient reserves the maximum award for exceptional cases will normally be £1000.

## How do I apply?

You must send your completed application form and supporting paperwork to the Parish Clerk. Contact the Clerk if you have any difficulties in using the form.

- Application forms can be obtained from the Clerk or downloaded from our website
- The Council welcomes the opportunity for a preliminary discussion as to whether your application meets the eligibility criteria, prior to you submitting it
- If you are not part of an organisation but wish to apply for funding, then we may be able to help by linking you to a charity who may act as a conduit for applying.

## What do I need to provide?

- Completed application form. All questions must be fully answered
- Constitution, other governing document or other formal details of your aims and purpose
- Full details of your project or activity
- If your organisation has been running for 12 months or more a copy of the previous year's approved accounts or financial statement signed by the treasurer; for new initiatives, a budget and business plan appropriate for the scale of the project
- A case/demonstration that the grant will be of benefit to the local community, the proportion, groupings or number of beneficiaries living in the electoral area, and that there is a clear need for the funding
- Your equal opportunities policy or this declaration: "To provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination."
- Any other material you consider relevant to support your application.

## When must I apply and when will you decide?

The Council will make the decision on which grants to award. It will consider each application on its comparative merits and in light of available funds. The main assessment criteria will be:

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1. How well the grant will match the aims of the Council and deliver benefits to the community and its inhabitants.
2. How effectively the group will use the grant.
3. Whether the stated costs are appropriate and realistic.
4. What level of contribution has been, or will be raised, in addition to the grant.
5. The amount and frequency of previous awards (to ensure as fair a distribution as possible).

The Council will expect to receive any expression of interest for a possible grant application exceeding £100 in writing to the Clerk by [30th September] of the financial year prior to the funds being required, in order that budget provision can be considered. Submission of formal applications is normally then required in time for the Council's [November] meeting in the financial year prior to the funds being required.

Applications will normally be assessed and decided by the Council at its [November] meeting. If funds remain available, exceptional applications received by the Clerk by [31st March] may be considered at the Council's [May] meeting.

All applicants will be contacted following the Council's decision.

## **Can I appeal?**

There is no right of appeal on award decisions made.

## **How do you pay grants?**

Once you have been awarded a grant, the Council will make the payment on receipt from you of our signed terms and conditions. It may require evidence of expenditure. Grants must be shown in your published financial accounts.

## **How do you monitor grants?**

The Council will provide you with a Grant Evaluation Form within six months of the grant being awarded. You will need to complete it explaining how the grant has been spent and the benefits it has achieved. It must then be returned to the Council with invoices or similar documents demonstrating that the grant was spent, and applied to the purpose for which it was awarded. [You will also be asked to give a short report at the Annual Parish Meeting held in April.]

*For further information please contact the Clerk.*

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## Conditions of Funding

1. Applications will not be considered from private organisations operated as a business to make a profit or surplus. The organisation applying must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and demonstrate that it provides or will provide services to Kettleburgh
- have a constitution, or set of rules that define its aims, objectives and procedures
- have an accounting system and dedicated bank account controlled by more than one signatory
- be able to provide proof of financial sustainability and viability, details of funds held, the project budget and how where and when the grant will be spent.

2. 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.

3. Applications must be made using the Council's Grant Application Form and in accordance with this Policy.

4. 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 that it considers to be inappropriate or against the objectives of the Council.

5. The Council will not fund:

- Retrospective applications
- Projects not benefiting people living in Kettleburgh
- Individuals or families for personal needs
- Promotion of religious or political causes
- Groups that have significant unrestricted reserves
- Payments towards endowment funds
- National charities that are not providing clear local benefits
- Overseas expeditions
- Medical research and equipment for statutory or private healthcare
- Start-up requests for a project that is unable to start within twelve months.

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6. 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 must be supplied to the Council on request.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Award of a grant must not to be taken as an indication that funding will be granted in future. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. A 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. Any unspent portion of a grant must be returned to the Council by the end of the financial year in which it was awarded. If a grant is not used within twelve months or put to purposes other than those for which it was awarded without the prior approval of the Council, you will be required to repay the grant to the Council.
10. Recognition of the grant must be made in any publicity material.
11. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
12. 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.

**Kettleburgh Parish Council** Adopted November 2020. First review May 2021]