

Yarnscombe Parish Council

Grant Awarding Policy



Author:	Richard Pengilley	<signature>	
Version:	1.1		
Date:	15 August 2018		

Document History

Version	Date	Author	Reason for Change
0.1	24/10/2015	Richard Pengilley	First draft.
1.0	30/10/2015	Richard Pengilley	First formal issue following councillors' approval, 28/10/2015.
1.1	14/08/2017	Richard Pengilley	Added note on annual monitoring of this policy.
1.1	15/08/2018	Richard Pengilley	No change following annual review.

Contents

1	Introduction	4
2	Eligibility	4
3	Purposes	4
4	Conditions	5
5	Applications	5
6	Decision-Making	5
7	Monitoring	6

1 Introduction

This policy specifies how Yarnscombe Parish Council (“the Council”) deals with requests for financial grants. In making grants the Council seeks to ensure that it is open, transparent, fair and supports only local organisations.

The Council’s financial year runs from 1 April to 31 March and the annual budgeting process for the following financial year takes place between November and January. During this process a budget line item for grants will be established; within the corresponding financial year, requests that would cause this figure to be exceeded will be considered only in exceptional circumstances.

2 Eligibility

Any voluntary not-for-profit group or community organisation that is established for charitable, benevolent, social, cultural, recreational or philanthropic purposes may apply for a grant provided they can demonstrate that the grant would produce local benefit and would have support in Yarnscombe outside the group. The following are not eligible to apply:

- 2.1 individuals or private businesses;
- 2.2 projects that improve or benefit privately owned land or property;
- 2.3 activities that the Council considers to be the responsibility of another local or national government body or statutory authority;
- 2.4 activities that fall outside the powers and duties permitted by statutory provision for local councils;
- 2.5 local groups whose fund-raising is sent to a central head office for redistribution;
- 2.6 organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion;
- 2.7 projects that have already been completed or will have been by the time the grant is issued.

3 Purposes

Applications will be considered for the following purposes;

- 3.1 purchasing equipment either in part or in full;
- 3.2 funding transport that will enable group members to partake in a group trip or outing regardless of their incomes;
- 3.3 training activities, or to purchase the expertise of an outside trainer/instructor/facilitator;
- 3.4 running costs of a viable group that is experiencing a period of hardship;
- 3.5 hosting special events or celebrations;
- 3.6 provision or improvement of recreational or environmental facilities.

4 Conditions

- 4.1 At most one application per year per group will be considered.
- 4.2 Applications will be considered in the light of previous awards and of the applying organisation's own fund-raising activities.
- 4.3 Awarded grants are not transferable; they must be used for the purpose for which the application was made.
- 4.4 All money resulting from an awarded grant that is unused twelve months after receipt must be returned to the Council.
- 4.5 All awards must be properly accounted for by the receiving organisation and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of money awarded.

5 Applications

- 5.1 Applications should be made to the Council in writing, giving full details of the request and clearly setting out how the funding will benefit local residents.
- 5.2 Evidence that the organisation making the application has a current bank account should be submitted, since any grant awarded will be made by cheque payable to the organisation.
- 5.3 A copy of the applying organisation's financial accounts for the previous financial year should be submitted with the application.

6 Decision-Making

Depending upon the available budget and the number and size of applications being made, it may not be possible to fund all projects and activities in a given year. However, all applications will be considered carefully. They will be assessed against the following criteria:

- general eligibility
- governance and financial management
- community support
- value for money
- environmental impact
- community involvement
- impact on key local need
- feasibility
- likely effectiveness

A decision will normally be made by councillors at the next full Council meeting, the publication of whose agenda follows receipt of the grant application. This will usually be within six weeks of receipt of application.

7 Monitoring

If a grant is made, the receiving organisation should submit a simple written report to show how the money has been spent and what has been achieved at the conclusion of the project or, at the latest, within twelve months of receipt of the grant.

This policy document will be reviewed at each Annual Parish Council Meeting and any required changes incorporated in a reissue. In addition, any parish councillor may raise a written proposal at any intermediate parish council meeting to modify or add to the document.