

STEEPLE ASTON PARISH COUNCIL
GRANT AWARDING POLICY as at February 2019

Introduction

A grant is any payment by the Council to be used by 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 Council.

The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support:

1. To provide services needed by the residents of the parish, and to help improve the quality of life.
2. To enable local people to participate in community activities.
3. To help applicant organisations to improve their effectiveness.
4. To support organisations which meet the needs of disadvantaged people.
5. To improve or enhance the local environment.
6. To help achieve value for money.

Grant Application Process

1. The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form, available from the Parish Council Clerk or the village website (www.steepleaston.org.uk). All questions on the application form should be fully answered and additional supporting information should be provided as necessary.
3. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application by [date] of the financial year prior to the funds being required in order that budget provision can be considered. *[NB: this does not apply to the current year 2019/20]*. Only one application for a grant will be considered from any organisation in any one financial year.
4. Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined.
5. The Council will make the decision on which grants to award, and on what it considers to be the appropriate level of funding. All applicants will be contacted following the Council's decision.

Conditions of Funding

1. Applicants must be either non-profit or charitable. Applications will not be considered from organisations operated as a business to make a profit or surplus.
2. Grants will not be made to political parties, or to religious organisations unless for a purpose which does not discriminate on grounds of belief, or for projects that discriminate on any grounds.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. 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.
6. An organisation should have a bank account in its own name with at least two authorised representatives required for all expenditure.
7. 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 on request.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. 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.
11. 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. The Parish Council may request proof of expenditure.
12. The Council may make the award of any grant or subsidy it considers appropriate in response to any unforeseen urgent circumstances or event. An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council.
13. Organisations receiving grants are required to advise their users/members that the grant has been received from Steeple Aston Parish Council.
14. Nothing contained herein shall prevent the Council from exercising, at any time, its existing 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.
15. The above list may be amended from time to time at the council's discretion.