

**LONGDON, UPPER LONGDON, LONGDON GREEN &
GENTLESHAW PARISH COUNCIL
GRANT AWARDING PROCEDURE**



1 Introduction to Policy

- 1.1 A grant is any payment or gift 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.
- 1.2 All applications are considered on their individual merits. The final assessment of applications and the level of any award offered lies with Longdon Parish Council.

2 Policy

- 2.1 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, and promoting the Parish of Longdon, Longdon Green, Upper Longdon & Gentleshaw in a positive way.
- 2.2 The Parish Council will **NOT** award grants to: -
- Private individuals for personal gain,
 - 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,
 - Religious organisations: unless for a purpose which does not promote or discriminate on grounds of belief.
- 2.3 This list is not exclusive, and may be added to at the council’s discretion.

- 2.4 Only one application for a grant will be considered from any organisation in any one financial year.
- 2.5 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.

3. Application Procedure

- 3.1 Applications can be made throughout the year but will be processed as quickly as possible subject to the schedule of the parish council meetings. Applications must be received by the parish clerk no later than **two weeks prior to the meeting**.
- 3.2 Organisations requesting financial assistance are required to submit the following to the Parish Clerk (please do not pass information direct to councillors):
- A completed application form (available on line from our website);
 - If the request is for £400+, copies of their organisations last year end accounts;
 - The number, or percentage, of members that belong to the organisation and that live within the Parish Area,
 - Details of any restrictions placed on who can use/access their services,
 - Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy, or give details of their own policy,
 - Copy of costings for the specific purpose of the financial assistance.
- 3.3 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.
- 3.4 For grant requests for projects costing over £400 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 form/evidence of other third party funding.

4. Assessment Procedure

- 4.1 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. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.
- 4.2 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.
- 4.3 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.
- 4.4 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.

5. Successful Applications

- 5.1 If a grant is awarded, a formal offer of grant will be issued to the applicant. The applicant can then buy the item(s) and then send the receipt to the parish council. Once received, the parish council will then issue a cheque to the applicant to reimburse costs.
- 5.2 Cheques will be made payable to the organisation and not to any one individual.
- 5.3 A grant award must only be used for the purpose stated on the application.
- 5.4 Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from the Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.
- 5.5 Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

6 Monitoring and Audit

- 6.1 Following receipt of a grant, the organisation must write to the parish council to confirm that the funds have been spent according to the offer of grant with a receipt for the items purchased. The applicant must then write to the parish council after 6 months and again after 12 months, explaining how the item(s) purchased have been used and benefitted the parish residents.