

Horsley Parish Council

Grant Policy

To be adopted by Full Council at its Meeting on 26 February 2019.

The Parish Council has the powers to award grants to organisations that will benefit the parish and its residents.

The Council follows guidance issued by the National Association of Local Councils on spending under section 137 of the Local Government Act 1972.

'A local authority shall not incur any expenditure unless the benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred'.

Policy

The Parish Council awards grants to community groups or organisations which can demonstrate a clear need for financial support.

The Parish Council does 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
- Political parties
- Religious organisations

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

Grants are awarded on a one-off basis; there will be no ongoing commitment to award grants in future years. Grants can be applied for in future years, but a new application will need to be made for each grant and will be considered on a case by case basis.

Grants cannot be made retrospectively.

Application Procedure

If you would like to apply for a grant, please make the request to the Clerk at Horsley Parish Council by email at clerk@horsleyparishcouncil.co.uk

Please include:

- Full name, address, phone no. and email address of the group or organisation.
- Name and role of the person applying.
- If your organisation is a registered charity, provide the charity number

- Provide full details of the project for which the funds are required. To include why you need the project funds and who will benefit from the project?
- Provide details on the costs of the project. To include the total cost of the project, the amount you are requesting, whether you have requested funds from other sources, and whether you have secured funds from other sources.
- When do you require the funds.

Provide details on:

- what the group does detailing its aims and objectives and who in the community it will benefit.
- details on what you require the grant for. If it is for a particular project, full details on why you need the product or service, who will benefit from it, what the total cost is, and the amount you are requesting.

Awarding criteria

The amount of any individual grant will not normally exceed £1000.

The Parish Council will consider all applications at the next full council meeting and will inform all applicants of the outcome of their application as soon as possible after the meeting.

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 consider 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 fundraising activities.

The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

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 council will require evidence of the completion of the project.