



Grant Awarding Policy and Procedure

Introduction to Policy

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.

Policy

The Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the village by: -

- Providing a service
- Enhancing the quality of life
- Improving the environment and/or promoting the village of Austrey in a positive way.

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not-for-profit community groups.

The Parish Council will 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 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 discriminate on grounds of belief).

This list is not exclusive, and may be added to at the council’s discretion.

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

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.

The application will be placed on the agenda for consideration who will decide on the application based on the information provided. Please note that all agenda papers are published and therefore in the public domain. The Clerk of the Council will inform the applicant of the Councils' decision and arrange payment if you are successful, or provide an explanation if the grant or donation was turned down.

Application Procedure

Organisations requesting financial assistance for amounts up to of £500 are required to submit the following:

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the Austrey 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.
- 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.

All grants awarded will be subject to regular 'report back' to Austrey Parish Council as to your progress and/or community benefit.

Assessment Procedure

At the Parish Council's 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, and generally only from organisations with whom it has close links.

An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council.

Each application will be assessed on its own merits.

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.

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.

Successful Applications

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 Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Austrey Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

Grant Application Form



Please complete this form and attach the relevant information and send to:

The Clerk to Austrey Parish Council: parishclerk@austrey.co.uk

Name of Organisation	
Contact Details	
Position within Organisation	
Telephone	
Email	
Is your organisation a registered charity?	
If yes, charity number	
Project for which grant is required?	
Total Cost	
Have any funds been requested from other sources?	
Success/failure of application, and amount requested	
Amount of grant requested from Austrey Parish Council.	
When are the funds required?	