



GRANT AWARDING POLICY

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Version: 3.6

Amended by: Clerk

Details of amendment(s):

- 1.1 addition of other legislation
- 1.2 – simplified
- 4.6-4.8 New
- 5.4 changed 'one' to 'six'
- 5.5. altered reimbursement expectation from 'should' to 'must'
- 5.8 'may' to 'will' and 'estimates' to 'quotes'
- 6.3 review date updated to say 'in-line with document review date'
- Formatting and minor amendments to aid reading

GRANT AWARDING POLICY

1.0 PURPOSE AND SCOPE (OBJECTIVE)

- 1.1 Saxilby with Ingleby Parish Council (“the Council”) can set aside a small sum of money for grants to local or charitable organisations where their activities will contribute to, and be of benefit to, the life of the people who live in the parish of Saxilby with Ingleby (“the Parish”). This is permitted under Section 137(4)(a) of the Local Government Act 1972 for local councils in England and, where appropriate, other relevant statutory powers, including the Local Government Act 1972 Section 19 (recreational facilities).
- 1.2 These grants are limited and are made available to organisations that can meet specific criteria to demonstrate the need for assistance.
- 1.3 The total amount available is agreed by the Council as part of its budget-setting each year.
- 1.5 To ensure that fair and proper consideration is given to all requests, the Council requires applicants to follow an application process (detailed below).

2.0 ELIGIBILITY/CONDITIONS

- 2.1 Grants will only be considered from organisations based in, or delivering benefit to, the parish and its residents.
- 2.2 Applications must be submitted for each financial year in which funding is sought, regardless of the nature or type of grant requested.
- 2.3 Applications will only be accepted from charitable, voluntary, and non-profit making groups or organisations and not from individuals.
- 2.4 The Council is unable to give financial assistance to organisations or charities operating overseas.

3.0 TYPE OF GRANTS AVAILABLE

- 3.1 Revenue grants – The Council will provide grant aid for revenue expenses towards the continuing provision of a service, such as to cover insurance.
- 3.2 Capital grants – The Council will provide grant aid towards specific projects or purchase of equipment.

4.0 APPLICATION PROCESS

- 4.1 Applications must be submitted via the Council's Grant Award Application Form which can be downloaded from [council's website](#).
- 4.2 Applicants must supply a set of recent annual financial accounts with their application or if a new organisation, the provision at least six months of accounts, if requested.
- 4.3 Applicants must supply a copy of their constitution or rules of the organisation.
- 4.4 All applications will be considered on their merits.
- 4.5 The amount awarded will be at the discretion of the Council.
- 4.6 The Council will assess applications based on the following areas:
 - Benefit to parish residents
 - Being in-line with council objectives
 - Evidence of need
 - Value for money
 - Financial viability of the project
 - Availability of other funding, including evidence of fundraising undertaken within last year
- 4.7 All applications will be determined by Full Council unless delegated.
- 4.8 The Council's decision is final.

5.0 GENERAL CONDITIONS

- 5.1 Grants should be spent for the purpose and on the project or activity for which they were given.
- 5.2 The Council would expect due recognition in any publicity relating to the project or activity.
- 5.3 Grants will not be made retrospectively for money already spent.
- 5.4 **Organisations awarded a grant are required to provide the Council with copies of receipts for the purchase(s), within three months of expenditure and a written report.** Details of any awards made, including the written report, are publicly available.
- 5.5 If an organisation is dissolved before the grant has been utilised, the grant must be reimbursed.
- 5.6 Organisations are not restricted to the number of grant applications they may submit to the Council during any year however any decisions when considering applications

will be made on their individual merit. No more than one grant will be awarded to an organisation each financial year.

- 5.7 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.
- 5.8 If contractors are used for any work, the Council will require organisations to provide written quotes.

6.0 **RESPONSIBILITIES**

- 6.1 The Council will publicise the availability of this grant aid within the Parish.
- 6.2 The Council will review its grant budget as part of its regular monitoring of expenditure against budgets.
- 6.3 A review of this policy shall be undertaken in-line with its review date and necessary amendments will be undertaken by the Clerk and reported to Full Council for approval.