



GRANT AWARDING POLICY

Document Ref: POL/GRANT

Status: **Approved**

Version: 3.4

Date of Approval: **07/06/2023**

Date of Next Review: March 2024

Version Control:

Version: 3.4

Amended by: Clerk

Details of amendment(s):

Para 1.2 – removed annual value

Para. 5.3 - added 'usually'

Para 5.4 –added in receipts required within a month of expenditure and that reports are publicly available

Removed appendix with grant form in to separate document

GRANT AWARDING POLICY

1.0 PURPOSE AND SCOPE (OBJECTIVE)

- 1.1 Saxilby with Ingleby Parish Council (“the Council”) sets aside a small sum of money every year 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.
- 1.2 The maximum amount which is permitted is derived from a figure set per elector by government each year.
- 1.3 These grants are limited and are made available to organisations that can meet specific criteria to demonstrate the need for assistance.
- 1.4 The total amount available is agreed by the Council as part of its budget-setting each year.
- 1.4 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 made on an annual basis, irrespective of the type of financial assistance being 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.
- 3.2 Project 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 financial accounts with their application.

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.

5.0 GENERAL CONDITIONS

5.1 Grants should be spent for the purpose and on the project/activity for which they were given.

5.2 The Council would expect due recognition in any publicity relating to the final project or activity.

5.3 Grants will not usually 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 one month 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 Council would expect a reimbursement of the grant awarded.

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.

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 may require organisations to provide written estimates.

6.0 RESPONSIBILITIES

6.1 The Council will publicise the availability of this grant aid within the Parish.

6.2 The Council will review the grant aid budget as part of its regular monitoring of

expenditure against budgets.

- 6.3 A review of this policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to Full Council for approval.