



## **Grant Making Policy**

**Adopted September 2024**

### **Scope**

This Policy sets out the way in which Haversham-cum-Little Linford Parish Council ('the Council') manages the way it administers grants to third party organisations.

### **Introduction to Policy**

A grant is any payment made by the Council to be used by an organisation for a specific purpose to benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish in a positive way

### **Grant Application Process**

1. Applicants are asked to contact the Clerk to the Council by email ([clerk@havershamlittlelinfordpc.gov.uk](mailto:clerk@havershamlittlelinfordpc.gov.uk)) to obtain an application form. All questions on the application form should be fully answered and additional appropriate information, which supports the application, should be provided.
2. Applicants must ensure that as part of the application form (or attached separately) they provide all the following information:
  - a. A copy of their written constitution or details of their aims and purpose
  - b. Full details of the project or activity
  - c. Demonstration that the grant will be of benefit to the local community within the Parish
  - d. The proportion or number of beneficiaries living in the Parish
  - e. Demonstration of a clear need for the funding
  - f. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
3. The Council will consider smaller grant requests under £200 on a rolling basis throughout the year. For grant requests above £200, the application and supporting information is required to be received by the Clerk by 30 November of each financial year prior to the funds being required in order that budget provision can be considered. Therefore, in normal circumstances a grant would be paid after 1 April the following year.

4. The Council will make the decision on which grants to award and applicants are reminded that the Council has a limited grant budget in each year. All applicants will be contacted following the Council's decision.

### **Conditions of Funding**

1. The organisation must either be non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised representatives required to authorise/sign any payment/cheque.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the 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.