

Charlton Parish Council

GRANT AWARDING POLICY AND PROCEDURES

Introduction to Policy

A grant is any payment or gift made by the Parish Council to an organization 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 of some of it” and “the direct benefit should be commensurate with expenditure.” This policy will apply when considering applications for grants.

Policy

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

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

The Parish Council will not award grants to:

- Private individuals
- Commercial organizations
- 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

Only one application for a grant will be considered from any organization 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. Grants will not be made retrospectively.

Application Procedure

Organizations requesting financial assistance for amounts in excess of £100 are required to submit a completed application form by 1st November, at the latest, so that the application can be considered by the Council as part of its precept considerations for the following financial year. Organizations will normally be expected to have a separate bank account.

Assessment Procedure

At the Parish Council’s annual budgeting meeting, applications for grants will be considered for the following financial year. Any amount included within the budget for an application amount does not guarantee an award; a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. An unplanned 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. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organization 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, and reserve the right to call for accounts from specific organisations requesting a grant.

Organizations receiving grants are required to advise their users/members that the grant or equipment had been received from Charlton Parish Council. Where appropriate, the Parish Council will affix a label to equipment.

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

In general, it is not just the role of the Council to award grants. Where possible it actively encourages organizations to seek grants from other agencies to finance projects.

This application will not be accepted unless the following statement is signed as accepting the Parish Council equal opportunities principles

“Charlton Parish Council is committed to equal opportunities for all sectors of the community. It is the policy of the Council to ensure that no service user, employee, job applicant or other person associated with or funded by the Council receives less favourable treatment on the grounds of

- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Statement of understanding.

I have read and understood the Charlton Parish Council Grants Policy and Procedure information and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....date.....

**Position in
organisation.....**