

# **ST PETER THE GREAT COUNTY PARISH COUNCIL**

## **GRANTS POLICY AND PROCESS**

### **Policy Statement**

A Grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.

### **1. Policy**

St Peters Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit St Peters by:

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

The organisation must be either non-profit making or charitable. Grants will not be made to individuals. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

The Council will expect to be informed of requests for grants exceeding £250 by September of the financial year prior to the funds being required in order that budget provision can be considered.

### **2. Process**

- The Grants budget will be set annually as part of the general budget setting process.
- Applications will be invited by 15 June and 31 January in each financial year for consideration by the Council during July and February.
- The scheme will be publicised through Newslink and the web-site.
- Organisations will not automatically be written to on the basis of previous expressions of interest.
- Applicants will be required to complete an application form and return it to the Clerk by a given date.
- Organisations will be required to provide a copy of their previous two years accounts or for new initiatives, a budget forecast.

- Organisations will be required to provide a copy of their written Constitution together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding
- The Council will make the decision on which grants to award.
- All applicants will be contacted following the Council's decision.

### **3. Grants**

- The administration of and accounting for any Grant shall be the responsibility of the recipient.
- There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year.
- All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

---

### **CONDITIONS OF FUNDING**

- Applications WILL NOT be considered from Private organisations operated as a business to make a profit or surplus
- Applications WILL NOT be considered from "Upward funders", ie local groups whose fundraising is sent to their central HQ for redistribution.
- 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.
- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- All applications must demonstrate clearly how the grant will be of benefit to the local community within the Parish.
- An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

- Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Council's Finance & General Purpose Working Group, prior to being heard at full Council, where the matter will be decided.
- To ensure as fair a distribution as possible, the Working Group and Council will take into account the amount and frequency of previous awards.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 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 Section 137.

**Grants Policy adopted**

**Minute No**

Signed: .....

Signed: .....

Name & Position

Name & Position

Date: .....

Date: .....