

Ridgewell Parish Council

Grant awarding policy

Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council's annual budget for grants is small and grants are awarded 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 Ridgewell in a positive way

Funding conditions

1. Applications will be considered from charitable or non-profit-making organisations for specific projects only.
2. All applications must demonstrate how a grant will be of benefit to the local community within the Parish.
3. An organisation is required to submit audited accounts for the previous financial year, or in the case of a newly-formed organisation, a detailed budget and business plan. A copy of the organisation's constitution will also be required.
4. An organisation is required to have a bank account in its own name with two authorised cheque signatories who are not related.

5. Ongoing commitments to award grants in future years will not be made. A fresh application is required each year and organisations may not make more than one application per year.
6. Each application will be considered by the Council on its own merits. To ensure as fair a distribution as possible, the amount and frequency of previous awards will be taken into account.
7. Account will be taken of the extent to which funding has been sought or secured from other sources or from fund-raising activities.
8. If approved by the Council, the grant will be paid by cheque. It must be acknowledged promptly by the organisation and the amount received confirmed. The Council reserves the right to delay payment until an invoice is due in the case of projects where the expenditure may be some way into the future.
9. Any grant must be used only 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 following the year in which it was awarded.
10. The Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.
11. The Council may make the award of any grant subject to additional conditions which it considers appropriate. The Council reserves the right to refuse any application which it considers to be inappropriate or against the objectives of the Council.
12. Applications will NOT be considered:
 - From organisations intending to support or oppose any political party or to discriminate on the grounds of race, religion or sex.
 - From private organisations operated as a business to make a profit or surplus.

- From “upward funders”, i.e. local groups whose fund-raising is sent to a central HQ for redistribution.
 - For projects which benefit individuals.
 - For day-to-day running costs.
 - For expenditure which has already occurred or been committed.
13. Nothing contained in this policy shall prevent the Council from exercising 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.

The application process

1. Applicants will be required to complete an application form. All questions must be answered and supplementary information provided, i.e.
 - A copy of the organisation’s written constitution or details of their aims and purpose.
 - A copy of the organisation’s accounts for the previous financial year or, for fresh initiatives, a detailed budget and business plan.
2. Applications must be sent to the Clerk of the Council.
3. If the sum being requested is more than £100, submission of applications is required by 31 October of the financial year prior to the funds being required in order that budget provision can be considered.
4. Applications will be considered by the Council at a meeting. Applicants will be notified of the Council’s decision.