

*ORTON  
WATERVILLE  
PARISH COUNCIL*

**GRANT AWARDING POLICY AND  
PROCEDURES**

**November 2011**

**Adopted by Orton Waterville Parish Council at the meeting on  
16th November 2011 and incorporating amendments adopted by the  
Council on 18th April 2012**

## Issue Record

<u>Issue</u>	<u>Date</u>	<u>Author</u>	<u>Purpose</u>	<u>Issued</u>
A	September 2011	P L Froggitt	For Comment	27/09/11
B	October 2011	P L Froggitt	For Adoption	23/10/11
C	April 2012	P L Froggitt	Amendment added	25/05/12

# **Grant Awarding Policy and Procedure**

## **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.” Similar considerations will apply when considering applications for other 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
- Improving the environment
- Promoting the Parish of Orton Waterville 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 organizations; 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 £500 are required to submit by 1<sup>st</sup> November, at the latest, in the year preceding their funding requirement:

- A completed application form.
- Copies of their last year end accounts.
- The number, or percentage, of members that belong to the organization and that live within Orton Waterville Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy or give details of their own policy.

Organizations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organization has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

## **Assessment Procedure**

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council, in accordance with the application procedure, and which it envisages may be granted. 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 additional amount will be reserved from which other grant requests may be made. A maximum award of £500 only for such unplanned applications will be considered. Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organizations with which it has close links.

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.

Organizations receiving grants are required to advise their users/members that the grant or equipment had been received from Orton Waterville 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.

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.

## **Orton Waterville Parish Council Grant Application Form.**

Please complete this form and attach the relevant information and send to:

The Clerk to the Parish Council.

Application from:

Name of Organization	
Contact details  Position within Organization  Telephone  e-mail	
Is your Organization a Registered Charity?	
If yes – Charity Number	
Project for which grant is required	
Total cost of project	
Have any grants been requested from other sources?	
If successful - amount of other grants	
Amount of grant requested from PC	
When are funds required?	

Please attach a detailed statement in explanation of the purpose for which any grant is to be used, why you are applying to the Parish Council for a grant and the potential benefits

for the residents of the parish. State the number or percentage, or an estimate thereof, of members that belong to the organization and live within Orton Waterville Parish.

Included a copy of the last year end accounts

State any restrictions placed on who can use/access the services.

This application will not be accepted unless the Equal Opportunities Policy of the organization is attached or the following (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles.

*“Orton Waterville 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 age, colour, impairment (disability status including HIV status), marital status, nationality, "race", religion, sex or sexuality.”*

Signed.....

date.....

**Statement of understanding.**

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

**Signed.....date.....**

**Position in organization.....**