

# Grants Awarding Policy

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<p>In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.</p> <p>For assurance that the most up to date policy is being used, staff should refer to the version held on the Milland website <a href="http://www.milland-wsx-pc.gov.uk/">www.milland-wsx-pc.gov.uk/</a></p>	

## **1. Purpose**

This Policy formalises the process by which Milland Parish Council (the Council) will award a grant or provide a donation to various organisations. It will ensure access, openness and fairness for all.

## **2. Definitions**

**Grant:** a sum of money awarded for a specific expenditure/project

**Donation:** a payment towards general expenditure of an organisation, with the expectation of nothing of significant value in return.

## **3. Who is eligible to apply?**

The Council may award grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective or project which will benefit the Parish and its residents by:

- providing a service;
- enhancing the quality of life;
- improving recreation or sports facilities;
- improving the environment; and
- promoting the Parish in a positive way

Projects demonstrating a proportion of self-funding will be favourably considered.

## **4. Who and what is not eligible**

The Council will not normally award grants to:

- private individuals;
- commercial organisations;
- organisations where there is a statutory duty upon other local or central government departments to fund;
- regional or national organisations, unless their activities provide an identifiable benefit to local residents; and

This list is not exclusive and may be added to at the Council's discretion

## **5. The following projects are unlikely to be considered a grant priority**

- Where there is a large shortfall in the funding required to complete the project; or
- Where the amount of the grant would be a very small part of the overall cost of the project; or
- Where it would simply be replacing existing facilities and with no significant improvement

## **6. Conditions of a Grant**

- The grant must only be used for the purpose for which it was awarded;
- Grants must not be distributed onward to any other organisation;
- Proof of appropriate spend shall be provided to the Council if requested;
- Ongoing commitments to award grants in the future to the same organisation will not be made. A fresh application will be required each year;
- Only one application for a grant will be considered for each organisation in any one financial year;
- Should a project be cancelled or the grant, or part of the grant, not be required, then any surplus funds must be returned to the Council;
- Should an overall “profit” result from an event the original grant money must be returned to the Council, unless part of the objective was specifically to raise funds for a community project;
- The Council may make a grant or subsidy in the event of an unforeseen emergency

## **7. Grant Application Process**

- Known organisations will be invited to apply for a grant ahead of the Finance Committee precept setting meeting, these applications will be decided and budgeted for accordingly. This amount to be approved by Full Council;
- The Finance Committee will also determine the percentage of the annual budget from which further grants will be awarded throughout the following financial year to other organisations who apply. This amount to be approved by Full Council; These grants may be applied for at any time during the year;
- Each applicant must complete a Grant Application Form (Appendix A)
- In addition to the Application Form, organisations applying for a grant may be asked to provide a copy of the previous year’s accounts or, for new initiatives, their business plan or other documentation;
- Completed Application Forms and any supporting information should be returned to the clerk@milland-wsx-pc.gov.uk, for consideration at the next Full Council meeting;
- Once the grants budget is exhausted, the Council will only consider emergency requests for assistance and, generally, from organisations with which it has close links;
- Each applicant will be made aware of the outcome of their application;
- If successful, the grant will be made in a single payment;
- The Council reserves the right to refuse any grant application, which it considers to be inappropriate or against the objectives of the Council; and
- Details of those organisations that received a grant during the financial year will be included in the Annual Parish Report

## 8. Donations

- At the discretion of the Full Council, an organisation may be given a direct donation without the need to complete an application; and
- Organisations to receive a donation will be notified by the Clerk

## GRANT APPLICATION FORM

<b>Your organisation's name and address</b>	
<b>Contact and position in the organisation</b> Main contact and telephone number – somebody we can talk to about this application, if required	
<b>Type of organisation</b> e.g. charity, unincorporated organisation. If registered charity, please supply registration number	
<b>What are the main activities of your organisation?</b>	
<b>Why has your organisation applied for money from the Parish Council?</b> Give details of how the money will be used and by when	
<b>How will the money be of benefit to the community of Milland?</b>	

<b>What has your organisation done to obtain funding from other sources?</b> e.g. applications to other bodies, sponsorship from local businesses	
<b>How much money do you need IN TOTAL for your project?</b>	
<b>How much money are you requesting from the Parish Council?</b>	
<b>Will you provide copies of paid invoices?</b>	
<b>Do you agree to the Parish Council publicising details of the grant?</b>	
<b>Date required</b>	
<b>Any further relevant information</b> Please continue on an extra sheet if necessary	

Please return completed form and any supporting information to the [clerk@milland-wsx-pc.gov.uk](mailto:clerk@milland-wsx-pc.gov.uk)

## **BRIEF GUIDE TO APPLICATION PROCESS**

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