



# Stapleford Abbots Parish Council

## GRANT AWARDING POLICY

**Version: 1.3**

**June 2023**

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### **A Scope**

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

### **B Confidential Notice & Intellectual Property**

This document and the information contained therein is the property of Stapleford Abbots Parish Council. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent, in writing, by the Council.

### **C Document Details**

<b>Policy</b>	<i>Grant Awarding Policy</i>
<b>Policy Statement</b>	<i>This document sets out a Grant Awarding Policy for use by Stapleford Abbots</i>
<b>Version Number</b>	<i>1.3</i>
<b>Version Date</b>	<i>05/2023</i>
<b>Review Date</b>	<i>01/04/2024</i>
<b>Author</b>	<i>J Jackson</i>
<b>Responsible Owner</b>	<i>Stapleford Abbots Parish Council</i>
<b>Approving Body</b>	<i>Stapleford Abbots Parish Council</i>

## **D**                    **Revision History**

<b>Version</b>	<b>Revision Date</b>	<b>Details of Changes</b>	<b>Author</b>
1.1	01/06/2021	First version	J Jackson
1.2	01/06/2022	Second version	J Jackson
1.3	01/06/2023	Current version	J Jackson

## **E**                    **Freedom of Information**

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbots Parish Council’s commitment to transparency and compliance with the Freedom of Information Act.

## **F**                    **Accessibility**

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

## **G**                    **Dissemination**

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbots Parish Councillors will have the overall responsibility for implementing the policy.

## **H**                    **Review**

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbots Parish Council.

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The grant awarding policy budget for 2023-2024 is a total of £500, with a maximum award of £250 per application (subject to change by full Council approval).

Stapleford Abbots Parish Council has the General Power of Competence and therefore the statutory power to award grants. Stapleford Abbots Parish Council will always consider applications from groups within the Parish as priority.

When awarding a grant, the Parish Council shall believe it is in the interests of, and will bring direct benefit to, their area or any part of it, or all or some inhabitants. Grants must be formally applied for using the Stapleford Abbots Parish Council Grant Application form together with all supporting documentation as requested in that form. The Parish Council particularly welcomes applications from organisations that can provide evidence of match funding. Grants may be submitted and considered at any time of the year up to the financial limit of the grant awarding budget.

Grant applications will be assessed on the following criteria, which are in no priority order:

- The benefit to all part of the parish of Stapleford Abbots
- The benefit to all or some of the residents of Stapleford Abbots
- What proportion of the residents will benefit from the grant
- The assessment of the viability and robustness of the application
- The availability of parish council funds for grants.

The Parish Council reserves the right to reject applications or to reduce the award made. The Parish Council wishes to encourage applications from a wide range of different organisations and as such, will not guarantee the awarding of a grant to a single organisation on an annual basis. Grants will not be considered if the applicant has any money overdue to the Parish Council.

Awards will not be made to:

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting a political party
- Health, education or welfare organisations whose services can be provided by statutory funding.
- Individuals
- Places of worship (except for churchyard maintenance)

The Parish Council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return.

A copy of the organisation's latest bank statement is required to be included with the application and it will be into this account that the grant will be paid and not an individual account.

Grant applicants if they wish, can address the meeting at which their grant will be considered. If awarded a grant, it will be expected that the funding will be described as coming from the Stapleford Abbots Parish Council Grant Awarding Policy, in all public communications, such as websites, press releases and newsletters.

## Conditions

1. Applications will not be considered from individuals.
2. Applications will not be considered from organisations intending to support or oppose any particular party, or to discriminate on the grounds of race and religion.
3. Applications will not be considered from private organisations operated as a business to make profit or surplus.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national bodies, or the funds available are inadequate for a specified project.
5. The organisation must have clearly stated aims and objectives.
6. The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
7. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
8. Stapleford Abbotts Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
9. Grants will not be awarded on a retrospective basis but only on future funding requirements.
10. Organisations that receive a grant are required to acknowledge the contribution from Stapleford Abbotts Parish Council on publicity and printed material.
11. Will advertise locally where people can apply for grant funding & supply a copy of this policy.
12. A timeframe to be agreed for the grant to be spent and evidence reported back to the Parish Council.

For further details please contact the Clerk.

## GRANT APPLICATION FORM

Please continue on a separate page if required or contact the Clerk for a word document version.

<p>Your organisation's name and address This should be provided in your constitution or set of rules. Main contact and telephone number, this must be someone who we can contact to talk about this application</p>																																												
<p>Contacts &amp; position in the organisation e.g Secretary, Treasurer Address for correspondence if different from above</p>																																												
<p>Please confirm the type of organisation (i.e. Charity, unincorporated association etc) If your organisation is a registered charity, please give a registration number.</p>																																												
<p>What are the main activities of your organisation?</p>																																												
<p>Please give the reason as to why your organisation has applied for money from the parish council and details of how the money will be used. If it is for a specific project, please provide an intended timetable and outcome for the project</p>																																												
<p>Please explain how the provision of money to you organisation will be of benefit to he community of the Parish</p>																																												
<p>Please indicate what your organisation has done to obtain</p>																																												
<p>Funding from other sources include completed applications from other bodies, sponsorship from local businesses etc.</p>																																												
<p>Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project.</p>																																												
<p>Tell us how much money you need in TOTAL for your project and give a breakdown of what the money is for. Where possible please include at least two estimates for work and equipment.</p>	<table border="1"> <thead> <tr> <th>ITEM</th> <th>ACTIVITY</th> <th>COST</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td><b>TOTAL</b></td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	ITEM	ACTIVITY	COST	TOTAL																																	<b>TOTAL</b>						
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How much are you requesting from the Parish Council?	
Will you provide copies of paid invoices?	
Do you agree to the Parish Council publicising details of the grant?	
Date required by	
Any further information	

Please include with this application:

- 1: Any supporting evidence needed for the project.
- 2: Evidence of secured funding or application for other funding
- 3: Estimates or quotes for work / equipment where appropriate
- 4: A copy of your organisations latest bank Statement

**Declaration**

I confirm that I am authorised to sign this declaration. The information in it is correct and to the best of my knowledge.

If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed .....  
Dated.....  
Position (if applicable).....