



Grant Awarding Policy and Procedure

First adopted July 2015

Reviewed September 2020

Next Review 2024

Introduction to Policy

A grant is any payment or gift made by the Parish Council to 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 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 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 absolute discretion, to organisations 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, and promoting the Parish of Wereham in a positive way.

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- “Upward funders”. ie. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive, and may be added to at the council’s discretion.

Only one application for a grant will be considered from any organisation 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. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance for amounts in excess of £500 are required to submit by 1st November in line with budgeting of the Council, 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 organisation and that live within the Wereham Parish Area,
- 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,
- Confirmation of, and details that an active Youth Policy is being pursued.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. The Parish Council reserves the right to request proof.

For grant requests towards projects costing over £1,000 the Parish Council will require that the organisation 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 community benefit. For these grants, the council will expect to see some form/evidence of other third party funding.

All grants awarded will be subject to regular 'report back' to Wereham Parish Council as to progress and/or community benefit 12 months after a grant has been awarded, any unspent funds would need to be returned where applicable.

Assessment Procedure

At the Parish Council's specific annual budgeting meeting an amount will be set from which grants may be awarded during the following financial year, the latest date is the December meeting. 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 (up to £500) 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 organisations with whom 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, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council. Nothing contained herein shall prevent the Parish 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 the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation 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.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Wereham Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. The Parish Council will also require a written statement to be provided 12 months after issue of the grant funds.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user. Should equipment funded by the Parish Council subsequently become unused, then it must be sold and the funds raised returned to the Parish Council.

Any details kept for the purposes of processing and monitoring a grant will be processed in accordance with the Council's Data Protection Policy. Should any user wish their details not to be processed in this way please discuss with the Parish Clerk.

WEREHAM PARISH COUNCIL

Grant Application Form

Please complete this form and attach the relevant information and email or post to:
Clerk of Wereham Parish Council - parishclerk1@hotmail.co.uk or C/O 11 Crown Gardens, Wereham,
Norfolk, PE33 9BG

Name of Organisation

Contact Details

Position within Organisation

Telephone
Email

Is your organisation a registered charity?

If yes, charity number

1) Project for which grant is required, please describe below

2) Demonstration of Grant

The Parish Council awards grants, at its absolute discretion, to organisations 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, and promoting the Parish of Wereham in a positive way.

In your own words please describe how you fit this criteria in the space below?

3) The approximate number, or percentage, of members that belong to the organisation and that live within the Wereham Parish Area who will benefit in any given financial year?

4) Details of any restrictions placed on who can use/access their services

5) The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders". ie. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

6) Please confirm your organisation and application fit this criteria YES / NO (delete as applicable)

7) Application Procedure

Is your fund in excess of £500? If so you need to submit by 1st November in line with budgeting of the Council to be received the following financial year, at the latest, in the year preceding their funding requirement.

YES / NO (delete as applicable)

8) Total Cost of Project

9) Have any funds been requested from other sources? *If you have received funding from the Council in the last 12 months they will not be eligible to apply for a second time.*

10) Amount of grant requested from Wereham Parish Council.

11) When are the funds required? Dates of Project

12) CHECKLIST FOR RETURN

Please tick to confirm acceptance and sign below:

- A completed application form
- Copies of their last year end accounts
- Confirmation that you agree with the Parish Council's Equality Policy, or give details of their own policy

13) Signed on behalf of the applicant Date

'Office use only'

Does Project benefit the community benefit and how it is commensurate with expenditure as per the policy and has all the form been completed. Include date received and Parish Council meeting date to be considered.

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