


Congresbury Parish Council

Grant Awarding Policy

Date of adoption by Parish Council	7 th October 2024	Next review date	October 2025
Signature of Chairman of Parish Council		Policy reference	POL-009

1. Introduction

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish or residents of Congresbury, and which is not directly controlled or administered by the Parish Council.

Grants may be awarded either in cases where the funding falls within the scope of Parish Council Permitted Powers or under section 137 of the Local Government Act 1972 which 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"*.

Funding support will be considered to voluntary and community sector organisations that are:

- Based in or around Congresbury and delivering activities or services to the people of Congresbury
- Based outside of Congresbury but are providing activities or services not otherwise available to Congresbury residents.

2. Awarding Policy

- a) Congresbury Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.

The Parish Council will not award grants to:

- Private individuals
 - Commercial organisations
 - Political parties
 - Religious organisations, unless for a purpose which does not discriminate on grounds of belief
- b) Only one application for a grant will be considered from any organisation in any one financial year (1st April – 31st March) (unless there are mitigating circumstances).
- c) On-going commitments to award grants in future years will not be made. A fresh application will be required each year.
- d) Groups/Organisations must have a bank account in its own name, with authorised representatives.
- e) Grants will not normally be made retrospectively.
- f) Extended grants i.e. that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an application

which should be supported by a business plan or service plan in respect of the period for which the grant is being applied for.

- g) The Parish Council's decision on an application is final and there is no right of appeal. The Council reserves the right to decline any application without giving reason for the decision.

3. Application procedure

- a) Organisations requesting financial assistance will be invited to apply by submitting their fully completed application form and a financial statement (e.g. statement of accounts, income and expenditure) to the Parish Council for consideration by no later than the last working day of November. This will allow for the Parish Council to consider the demand for grants whilst setting the budget. Organisations will be required to explain the reasons for the grant with clear aims and objectives.
- b) The grants will then be considered at the Parish Council's Finance meeting in April and ratified at the Annual meeting in May.
- c) Where a request for a grant is agreed, The Parish Council shall determine the amount, using the figure stated by the applicant as a guide only.
- d) Payment of grants will be made as soon as possible following that meeting and, if necessary, in instalments throughout the year. A grant paid in instalments will need to be requested by the applicant each month/quarter, before the Parish Council can make payment(s). A remittance advice or letter will be sent by the applicant to the Parish Council to inform the Parish Council payment has been received and include any remaining grant money amount(s), to avoid any missed payment(s) within that financial period.
- e) Organisations that are involved with children, young people or vulnerable adults (football clubs, Brownies, Scouts, luncheon clubs etc.) must submit their Safeguarding Policy with their grant application.
- f) The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. 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.
- g) Emergency grants can be applied for at any time throughout the year and will be considered at the next Full Council meeting, awarding of these grants will be dependent on available funds. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.
- h) The grant must be used for the stated purpose only otherwise the monies should be returned to the Parish Council, except where the Council's prior written consent has been given for the funding to be used for another purpose.
- i) The Parish Council reserves the right to request repayment of any grant where an applicant does not comply with these conditions.

4. Grant Monitoring Process

- a) Grant recipients will be required to provide evidence of how the grant was spent to the Parish Council.
- b) Recipients of grants in excess of £1000 will need to provide a written report of how the grant money has been used within 12 months of receipt of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending.