

Northington Parish Council

POLICY AND PROCEDURES FOR AWARDING GRANTS

Applicants should carefully read the Policy and Procedures before making an application for a grant

PARISH COUNCIL POLICY

- 1) The Council will set an annual budget for grants and will adhere to it rather than exceed it. The total amount of grant money available may vary from year to year. The Council will make budget provision for both existing 'Recurring' and new 'One-Off' grants.
- 2) Requests for new grants will only be accepted for consideration provided that the Council's Grant Application Form (APPENDIX 1) has been completed and appropriate supplementary information provided.
- 3) A 'Recurring' grant at prior grant levels does not require the completion of the Grant Application Form. However, the Grant Application Form must be completed if there is a request to increase the annual amount awarded. In all cases, a 'Recurring' grant does require a report of how the prior year's grant was used.
- 4) Applicants may be required to attend a meeting to answer any questions councillors may have about the project.
- 5) 'One-Off' grants given will be from £50 - £1,000 and will not be made retrospectively, except in exceptional circumstances.
- 6) Applications for 'One-Off' grants of less than £200 can be made at any time but please allow at least 8 weeks for your grant application to be considered by the Parish Council.
- 7) Any new grant application over £200 should be made prior to November each year for consideration by the Council when preparing the budget for the following financial year.
- 8) The Council requires all recipients of grants, be they 'One-Off' or 'Recurring', to provide a written summary of how the grant money has been used within 12 months of receipt of the grant. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).
- 9) The Parish Council will not normally fund more than 50% of the cost of a project and evidence of other funding will be required (eg contributions from the district or county council/s, local business sponsorship, other fundraising events such as jumble sales etc).
- 10) In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, rather than deleting applications which merit a grant.
- 11) 'One-Off' grant recipients may be requested to provide evidence of purchase.
- 12) Recipients may be asked to acknowledge Council support on stationery and promotional material.
- 13) The Parish Council will consider only one application for each 'One-Off' project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.
- 14) *'Recurring' Grants*
New 'Recurring' grants (beyond those existing grants listed in APPENDIX 2) i.e. that are

repeated on an annual basis 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 a service plan in respect of the period for which a grant is being sought. If you wish to make an application for a new 'recurring' Grant please contact the Clerk to the Council in the first instance to discuss the matter.

Organisations receiving 'recurring' grants are also eligible to apply for additional 'One-Off' grants subject to the standard procedure.

15) Extended Grants

Extended Grants i.e. grants 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 a service plan in respect of the period for which a grant is being sought. If you wish to make an application for an Extended Grant please contact the Clerk to the Council in the first instance to discuss the matter.

16) Factors the Council will take into account when considering a grant application

- a) Has the Parish Council the power to make this grant?
- b) Will all or part of the Parish or all or some of its inhabitants benefit from this grant?
- c) Has the applicant demonstrated some degree of fund-raising on a 'self help' basis?
- d) Is the application for a specific project rather than on-going running costs?
- e) Has the applicant applied to other authorities/sources of funding?
- f) If the applying group employs paid staff is it a registered charity?
- g) In the case of 'Recurring' grants, has the past year's grant spend been adequately accounted for?

GRANT APPLICATION PROCEDURES

1) General guidance

- a) The Council will not normally make grants to organisations outside of the Parish, unless there are direct benefits to the Parish.
- b) Applications made for "One-Off" grants' (e.g., applications for capital items or single projects) should not result in additional expenditure for the Parish Council).
- c) Applicants will be expected to show a degree of fund-raising on a 'self help' basis.
- d) When the council considers the grant application, the applicant may be required to attend the meeting to answer any questions councillors may have about the project.

2) Grant Application Form

For new grants or increases to 'Recurring' grants, applicants should complete the Grant Application Form (APPENDIX 1)

The completed form should be submitted it to the Clerk to the Council, together with the appropriate supplementary information.

3) Payment of Grants

In the case of organisations/projects in receipt of match funding of which the parish council is one of the partners/funding agencies, the parish council will pay its contribution against an invoice.

In other cases, payments will be made on award approval,

Please send your completed application form and supplementary information to the Clerk to the Council - Ms Wendy Simson, 3 Farriers Field, Preston Candover, RG25 2EE

APPENDIX 1

NORTHINGTON PARIS COUNCIL - GRANT APPLICATION FORM

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.
You may use a continuation sheet if necessary

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address for correspondence:	
	Post Code:	
Payee for Grant Cheque:	Daytime Tel:	
Details of the organisation ie what does it do		Amount of Grant applied for:
What is the Grant for and who will benefit? (Give details of the project)		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
What age groups do you cater for?	Total Membership:	Are you a registered charity, if yes please provide your number?
Signature of Responsible Adult (eg Chairman, President, Leader)	For Parish Council use only	
Date:		

If applicable, you should attach the following to your application: Copy of: Last year's accounts, Minutes of your last AGM, current Constitution or Rules.

APPENDIX 2

'Recurring' Grant Recipients Nov 2022

- St John's Church, Northington – Contribution to churchyard maintenance and its environs
- Northington & Swarraton Village Hall – Contribution to on-going running costs