

**Datchworth Parish Council**

**Grant Awarding Policy**

**& Procedures**

**Adopted by Full Council on: 26 November 2019**

**Next Review: May 2020**

**Grant Awarding Policy and Procedure**

Datchworth Parish Council recognises the hard work of the many organisations in the community that help to improve the lives of residents.

The Parish Council are committed to supporting local charities and not-for-profit groups, and allocates a sum each year to provide assistance in the form of grants.

The following policy sets out how the Parish Council considers and makes grant awards, and enables the Council to make an informed assessment of grant applications, so that decisions are made in a way that is fair and transparent.

**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 to the residents of the Parish

 • Enhancing the quality of life of residents of the Parish

 • Improving the environment, and promoting the Parish 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 government departments / statutory bodies 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

Projects completed before the application can be considered.

Organisations that have disproportionately high levels of uncommitted reserves.

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.

Grants will not be made retrospectively.

**Application Procedure:-**

Grant application forms can be downloaded from the Council’s website or are available from the Parish Clerk at clerk@datchworth-pc.gov.uk or telephone 07956 889933.

Applications are considered throughout the year on a first-come, first-served basis, and applicants should be mindful that the Council’s financial year begins in April.

Applications will generally be considered at the first Finance Committee meeting, following receipt of the application.

The dates of upcoming committee meetings can be found on the Council’s website.

 Successful applicants will normally receive funds within **one month** of

 the decision date. **Organisations requesting a grant are required to submit**:-

 • A completed application form

 • Copies of their last year’s accounts

 • The number, or percentage of members that belong to the

 organisation and that live within the Datchworth Parish area

 • Details of any restrictions placed on who can use/access their services.

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.

For the purchase of single items of goods or services, applicants will be expected to supply 3 quotes.

All grants awarded will be subject to a requirement to report back to Datchworth Parish Council as to the work delivered and/or community benefit.

**Assessment Procedure:-**

At the Parish Council’s specific annual budgeting meeting, an amount will be allocated from which grants will be awarded during the following financial year. This amount will only be for grant requests that have been received by the Parish Council in accordance with the application procedure.

The budget is allocated on a first come first served basis and cannot be exceeded in any financial year. The availability of funds within the budget does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. 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.

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 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.

**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 Datchworth Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements.