



# Steeton-with- Eastburn PARISH COUNCIL

## GRANT AWARDING POLICY AND PROCEDURES

**June 2018**

**Adopted by Steeton-with-Eastburn Parish Council at the meeting on**

**6<sup>th</sup> June 2018**

**Next Review Due February 2019**

Signed (Chairman)	Print Name	Date

# Grant Awarding Policy and Procedure

## 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 of 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 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
- Promoting the Parish of Steeton-with-Eastburn in a positive way

The Parish Council will not award grants to:

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

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

Applicant must submit:

- A completed application form.
- Copies of their last year end accounts (if this is not possible, a statement explaining why not).
- The number, or percentage, of members that belong to the organization and that live within Steeton-with-Eastburn Parish.
- 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.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

Where the Parish Council is being asked to contribute towards projects costing in total over £3,000 the 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 the community benefit.

### **Assessment Procedure**

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. 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. 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. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

### **Successful Applications**

A grant award must only be used for the purpose stated on the application, and must be spent within a year of receipt. 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. Proof of expenditure (i.e. receipted invoices) will be required. Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Steeton-with-Eastburn Parish Council. Where appropriate, the Parish Council will affix a label to equipment. Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

## Steeton-with-Eastburn Parish Council Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to the Parish Council

Email: [clerk@steeton-with-eastburnparishcocunil.gov.uk](mailto:clerk@steeton-with-eastburnparishcocunil.gov.uk)

by post to The Clerk to the Council The HUB Skipton Road. Steeton BD20 6FE

Name of Organisation	
Name of applicant and position within organisation	
Contact details:  Address   Telephone  e-mail	
Is your organisation a registered charity?	Y/N
If yes – charity number	
Project for which grant is required	
Estimated number of people who will benefit	
Total cost of project	
Have any grants been requested from other sources?	
If successful – amount of other grants	
Amount of grant requested from Parish Council	
State how the balance is to be funded if the total cost is greater than the grants requested above	
When are funds required?	

If the Grant is awarded name to whom cheque should be made out.

Please attach a detailed statement in explanation of the purpose for which any grant is to be used, why you are applying to the Parish Council for a grant and the potential benefits for the residents of the parish.

State the number or percentage, or an estimate thereof, of members that belong to the organisation and live within Steeton-with-Eastburn Parish.

Include a copy of the last year end accounts (if this is not possible please state why not).

State any restrictions placed on who can use/access the services.

This application will not be accepted unless the Equal Opportunities Policy of the organisation is attached or the following statement is signed as an acceptance of the principles.

*“Steeton-with-Eastburn Parish Council is committed to equal opportunities for all sectors of the community. It is the policy of the Council to ensure that no service user, employee, job applicant or other person associated with or funded by the Council receives less favourable treatment on the grounds of age, colour, impairment (disability status including HIV status), marital status, nationality, race, religion, sex or sexuality.”*

Signed.....

Date.....

**Statement of understanding**

**I have read and understood the Steeton-with-Eastburn Parish Council Grants Policy and Procedure information and if a grant is awarded the organisation agrees to abide by the conditions outlined.**

**Signed.....date.....**

**Position in organisation.....**