

Langley with Hardley Parish Council

Grant Awarding Policy & Procedure

Document Control		
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Introduction

A grant is any payment or gift made by the 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. These grants are funded from an annual amount set aside from the precept. Any unused grant provision in one year will not be carried forward to the next year.

The Parish Council awards grants, at its discretion, to parish organisations or groups which can demonstrate a clear need for financial support to achieve an objective which will benefit the parish by: -

- Enhancing the quality of life,
- Improving recreation, education, arts and sports,
- Encouraging new groups,
- Improving the environment,
- Activities that raise the profile of Langley with Hardley.

Criteria

Each application will be assessed on its own merits. The Parish Council will consider:-

- Benefit of the grant to residents of Langley with Hardley,
- Effectiveness of the use of the grant by the group,
- Whether the costs are appropriate and realistic.

Conditions

1. The organisation must be either non-profit or charitable.
2. Applications must be made on the grant application form and all questions answered.
3. Grants generally will not exceed £500. Where a grant is worth £2000 or more the Parish Council is required by statute to obtain evidence from the Grantee, within twelve months beginning on the date when assistance is provided, a statement in writing of the use to which that amount has been put.
4. Only one application may be made by the same organisation in any financial year.
5. Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.
6. Ongoing commitments to award grants in future years will not be made. A new application form will be required each year.
7. Grants must only be used for the purpose stated on the application form and should be spent within the year for the purpose for which it was given.
8. The Parish Council will expect to receive in writing to the Parish Clerk any expression of interest for a possible grant application exceeding £100 by 30 October of the financial year prior to the funds being required in order that budget provision can be considered.
9. Acceptance of the grant is an agreement that the Parish Clerk will be allowed to verify that the monies have been spent fully in accordance with the grant application.
10. The Parish Council reserves the right to reclaim any grant should it not be used for the purpose it was approved for, or in the event of the group or organisation closing during the financial year in which the grant was approved.

11. The organisation must have a bank account in its own name with two authorised signatories to sign each cheque.
12. The Parish Council may award any grant subject to additional conditions and requirements as it considers appropriate.
13. An acknowledgement on receipt of the grant cheque is required.
14. There is no appeal process if an application is turned down.

The following requests will not be considered:

- Projects started/completed before the application can be considered by the Parish Council.
- General appeals from national charities.
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Private individuals.
- “Upward funders” e.g. local groups where fund-raising is sent to a central Headquarters for redistribution.
- Political parties.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

Application Process

1. Applications should be made by completing the Grant Application Form and submitted to the Parish Clerk. Grant Application Forms can be obtained from the Parish Clerk or downloaded from the Parish Council website <https://langleywithhardleypc.norfolkparishes.gov.uk>
2. Applications are accepted at any time of the year on a first-come, first-served basis and applicants should consider the Parish Council’s financial year starts in April.
3. Organisations requesting a grant are required to submit the following documents:
 - Completed application form
 - Full details of the project or activity
 - Copy of the previous year’s accounts or for new initiatives a detailed budget and business plan
 - Copy of the latest bank statement
 - A copy of their written constitution or set of aims and objectives
 - Percentage or number of members that belong to the organisation that live in Langley with Hardley
 - Details of any restrictions placed on who can use/access their services
4. Grant applications should be returned to the Parish Clerk at the address on the form or via email to langleywithhardley.pc@gmail.com .
5. Applications will be presented to the Parish Council for consideration at the next Parish Council Meeting.

Successful Applications

1. Applicants are usually informed within two weeks of the Parish Council Meeting.
2. Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from the Parish Council.
3. Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the recipient’s expense.
4. A copy of the appropriate invoice will be required on completion of the purchase/project for which the grant was provided.
5. A brief report on the benefit/difference that the grant has made will be required.
6. Grant recipients are encouraged to attend the Annual Parish Meeting and may be asked to make a presentation.

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.

Langley with Hardley Parish Council

GRANT APPLICATION FORM

Name of Organisation	
Name, Address and Status of Contact	
Telephone number of Contact	
Email address for Contact	
Is your organisation a registered charity?	
If yes, charity number	
Amount of grant requested	
For what purpose or project is the grant requested?	
What will be the total cost of the above project?	
If the total cost of the project is more than the grant, how will the residue be financed?	
Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
Describe how the grant will help to support the aims and objectives of the Parish Council or improve the lives of the residents of Langley with Hardley	
Who will benefit from the grant?	
Approximately how many of those who will benefit are parishioners?	
Copy of our annual accounts attached	Yes/No

The organisation has a constitution/set of aims and objectives	Yes/No
If membership of your organisation is restricted, please provide details	
When are the funds required?	
<p>Any personal data submitted to Langley with Hardley Parish Council on this form will only be used by the Parish Council to consider the grant requested. The Parish Council will not share information with third parties. Data will be stored in accordance with data retentions policy. You have a right to request your data is deleted at any time.</p>	
<p>Declaration of acceptance</p> <p>I declare that all the information provided to Langley with Hardley Parish Council as part of the grant application is accurate and complete to the best of my knowledge. I understand the Parish Council may refuse any application containing inaccurate or misleading information. I declare that any grant made will be used solely for the purposes outlined in this application. I understand Langley with Hardley Parish Council reserves the right to reclaim the grant in the event of it not being used for the specified purpose.</p>	
Applicants signature	
Date	
<i>For Parish Council Use Only</i>	
<i>Decision by PC</i>	
<i>Any condition to be placed when making donation</i>	
<i>Authorisation</i>	

Please email this form to langleywithhardley.pc@gmail.com or alternatively post to:

Parish Clerk for Langley with Hardley Parish Council, 21 The Pastures, Lowestoft, Suffolk, NR32 4WT