

## **Grant Awarding Policy & Procedure**

1. This policy has been drawn up to demonstrate a fair and transparent process for awarding grants.
2. Sandymoor Parish Council's annual budget includes a sum of money for grants for projects that will be of benefit to the residents of the Parish.
3. Any organisation wishing to apply for grant funding must fill in a grant application form and submit it to the Clerk.
4. The applicant must demonstrate that any funding provided by the Parish Council will be of benefit to the residents of the Parish.
5. The Parish Council will not normally make grants to organisations outside of the Parish unless there are direct benefits to the Parish or its residents.
6. Applications should be made for 'one-off grants' that will **not** result in any recurring expenditure for the Parish Council.
7. When considering a grant application, the Parish Council will take into account:
  - A. Whether the Parish Council has the power to make the grant.
  - B. Whether the applicant has shown a degree of fund-raising on a 'self-help' basis.
  - C. Whether the applicant has applied to other bodies for grant funding for the same project.
8. The Parish Council will not award grants to Political Parties or Religious organisations unless for a purpose which does not discriminate on grounds of belief.
9. To apply for a grant an Application Form must be completed by a member of the group seeking the grant. Grants are not awarded to individuals.
10. All grant applications are considered at parish meetings.
  - A. This may result in a grant being awarded for all or part of the sum applied for.
  - B. A grant application may be turned down if it does not meet the appropriate criteria.
  - C. Sometimes the Council may request further information before an application can be considered.
  - D. While there are no strict rules governing the size of grants, the limited funds available to the council mean that most grants are between £250 - £1000.
11. The council looks favourably:
  - A. On applications for help with capital expenditure (such as equipment or materials) that will directly improve the service that a group can provide.
  - B. Where the applicant(s) match the funding requirement.
12. The council does not intend to act as a source of regular funding for any one group and looks favourably on applications from existing groups which are able to demonstrate financial self-sufficiency, or new groups which can demonstrate a realistic expectation of becoming financially self-sufficient.
13. Unless in exceptional circumstances, grants are not normally considered for 'one-off' events such as 'days out' or consumable items such as food. Ideally grants should benefit the whole organisation over an extended period of time.
14. The council does not normally award grants that would be used for general running costs (such as staff wages).

15. Grant awards are subject to the availability of sufficient funds.
16. Grant awards will be made in a single payment or released in stages upon authorised request as work proceeds depending on the nature and size of the project.
17. All requests must include the necessary supporting documentation listed on the application form.
18. Applications will be considered at a Full Parish Council Meeting and will only be awarded by resolution of the Full Council.
19. Applicants are required to attend the meeting to answer any questions councillors may have.
20. The Council requires all recipients of Grants to provide a written report of how the grant money has been used, including receipts. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.
21. If your grant application is successful, you cannot re-apply for a further 6 months.
22. **If funds are for an existing organisation with twelve months trading or more then please enclose a copy of your Organisation's most recent ANNUAL REPORT, AUDITED ACCOUNTS (including Balance Sheet) and last 6 months bank statements.**
23. If successful, the grant must be spent within 3 months from the date of the letter of notification, otherwise the grant will be withdrawn.

## Appendix 1 – Change Log

Date Issued	Reason for Update
16/03/2023	Update to new logo and format