

TEBAY PARISH COUNCIL

GRANTS POLICY

Adopted by full council: 29th March 2017

Review date: March 2018

Introduction

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 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 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,
- Enhancing the quality of life,
- Improving the environment, and promoting the Parish of Tebay 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 local or central government departments to fund or provide,
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

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. This will be at the discretion of the council.

Grants will not be made retrospectively.

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Application Procedure

Organisations requesting financial assistance are required to submit an application in writing by 1st June, at the latest, in the year of their funding requirement. Although not essential, a completed application form will aid the council in considering the application.

The Parish Council would encourage a tender process to ensure best policy.

The Parish Council would like to hear back from any successful grant applications as to any progress and/or community benefit.

The Parish Council may also request the following information from organisations applying for grants;

- Copies of their last year end accounts (if appropriate)
- The number, or percentage, of members that belong to the organisation and that live within the Parish Area,
- Details of any restrictions placed on who can use/access their services,
- Confirmation that the organisation complies with the Parish Council's Equal Opportunities Policy, or give details of their own policy,

Assessment Procedure

At the Parish Council's specific 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.

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.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Parish Council.

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.

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The Parish Council may make the award of any grant or subsidy 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.

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.

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

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

Chairman 29 th March 2017	Clerk 29 th March 2017

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Grant Application Form

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

The Clerk to Tebay Parish Council
3 Low House Farm Barns
Bowscar
Penrith, CA11 9NZ
clerk@tebaypc.org.uk

Name of Organisation	
Contact Details	
Position within Organisation	
Telephone	
Email	
Is your organisation a registered charity? If yes, charity number	
Project for which grant is required	
Total Cost	
Have any funds been requested from other sources? If yes - Success/failure of application, and amount requested	
Amount of grant requested from the Parish Council.	
When are the funds required?	