

SHERSTON PARISH COUNCIL – Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation not directly controlled or administered by the Council for a specific purpose that will benefit the Parish. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

Enhancing the quality of life;

Providing a service;

Improving recreation and or /sports;

Improving the environment;

Promoting the Parish of Sherston in a positive way;

Provision of entertainment, and support of the Arts including festivals and celebrations.

Grant Application Process

1. The clerk to the council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate council meeting.
2. Applicants will be required to complete an application form, available from the Parish Council Office or the website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - Full details of the project or activity,
 - Demonstration that the grant will be of benefit to the local community within the Parish,
 - The proportion or number of beneficiaries living in the electoral area,
 - Demonstration of a clear need for funding,
 - A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the clerk any expression of interest for a possible grant application exceeding £100 in the financial year prior to the funds being required, in order that budget provision can be considered.
5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

6. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year and if the parish council have prioritised certain projects for that year.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to projects that discriminate on any grounds.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively
5. Only one application for a grant will be considered from each organisation in any one financial year.
6. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
7. Each application will be assessed on its own merits.
8. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers inappropriate or against the objectives of the Council.
9. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant, monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year it was awarded.
10. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen or urgent event.
11. The organisation shall provide such information that the council may request about the use of the council's funds.
12. Nothing contained herein shall prevent the 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.