

HUNTON PARISH COUNCIL

Grant Awarding Policy

This policy was adopted by Hunton Parish Council at the meeting held on 20th September 2021.

1. Introduction

- 1.1 Hunton Parish Council recognises the positive contribution made by voluntary organisations, local community groups and charities to the parish community. This policy sets out the criteria and process by which the Council will consider the award of grants to support initiatives in the local community.
- 1.2 A grant is any payment made by the Council to be used by 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 Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:
 - Providing a service
 - Enhancing the quality of life
 - Improving the environment
 - Promoting Hunton parish in a positive way

2. Who can apply?

- 2.1 Voluntary organisations, local community groups and charities.
- 2.2 The organisations should ideally be based in Hunton parish or the immediate vicinity, but organisations further afield will be considered as long as Hunton parish benefits from the grant.
- 2.3 Grants will not be made to individuals.

3. Grant Application Process

- 3.1 Grant applications can be made at any time. Potential applicants are encouraged to contact the Clerk to discuss their proposals. There is no formal form to complete but applications should cover the points below which will be considered by the Council when deciding whether to award the grant:
 - The amount of grant requested.
 - Full details of the project or activity for which the funding is requested.
 - Demonstration that the grant will be of benefit to the parish or residents of the parish.

- The proportion or approximate number of beneficiaries living in the electoral area.
 - Demonstration of a clear need for the funding, including details of any additional sources of income that will be used to meet the costs of the project or activity.
 - Confirmation that the organisation has its own bank account.
 - The ongoing viability of the organisation.
 - Any other information deemed relevant, such as the organisation's constitution and previous year's accounts.
- 3.2 Details of the application should be submitted to the Clerk, who will review the information and pass it to Members prior to the Council meeting at which it will be discussed.
- 3.3 A representative from the organisation submitting the application should attend the Council meeting at which the application will be considered, to respond to any questions or clarify points raised.
- 3.4 The Council will decide whether to award the grant, the amount to be awarded and when the grant should be paid.
- 3.5 The Clerk will confirm to the applicant that the grant has been awarded.
- 3.6 The Council will carry out any due diligence necessary to ensure the financial and ongoing viability of the organisation.
- 3.7 Payment of the grant will be made at the appropriate time, subject to the submission of quotations/invoices/receipts (as appropriate).
- 3.8 Grant recipients should submit a report to the Council at the conclusion of the project to show how the grant was spent.

4. Conditions of Funding

- 4.1 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.
- 4.2 Grants will not be made to individuals.
- 4.3 Grants will not be made retrospectively.
- 4.4 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

- 4.5 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque/authorise online banking payments.
- 4.6 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
- 4.7 Only one application for a grant will be considered from each organisation in any one financial year, unless there are circumstances the Council considers exceptional.
- 4.8 Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
- 4.9 Each application will be assessed on its own merits.
- 4.10 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 4.11 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 in which it was awarded.
- 4.12 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 4.13 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.