



Feering Parish Council

Grant Awarding Policy and Procedure

Version No	Date	Author	Review due	Notes
1	July 2020	LMC	July 2021	To be approved by Feering Parish Council

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.

Section 137 of the Local Government Act 1972 gives local councils the power to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the Council's opinion, the grant is "in the interests of or will directly benefit the area or its inhabitants, or part of it, or some of it" and the direct benefit should be "commensurate with expenditure".

Policy

The Parish Council awards grants, at its absolute discretion, to non-profit or charitable 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
- Promoting the Parish of Feering in a positive way.

The Parish Council will **NOT** award grants to:

- Commercial Organisations;
- Private Individuals;
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide;
- "Upward Funders" ie local groups where fund-raising is sent to a central HQ for redistribution;
- Projects which discriminate on any grounds;
- Political Parties;
- Religious organisations, unless for a purpose which does not discriminate on the 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 financial year. Ongoing commitments to award grants in future years will not be made and a fresh application will be required each year. This will be at the discretion of the Council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance are required to submit their application, for a maximum of £500, between 1st May and 30th September.

1. The Clerk of the Council will receive all applications in the first instance and collate all the necessary information relating to the application ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete the Grant Application Form, available from the Clerk email: clerk@feeringparishcouncil.gov.uk or the Parish website: www.feeringparishcouncil.gov.uk
3. Organisations will be required to provide the following supporting documentation:
 - a. Aims and Objectives of the Organisation;
 - b. Organisation Constitution, if there is one;
 - c. Organisation Accounts;
 - d. Full details of the project or activity;
 - e. Details of any funding already received;
 - f. Details of how the project will benefit the residents of Feering Parish Council.

All grants awarded will be subject to “report back” to Feering Parish Council as to progress and/or community benefit for each grant to be shared with the community and will be published in the annual parish report.

Assessment Procedure

At the Parish Council’s annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. A decision upon each award will remain for approval by the Parish Council at the appropriate meeting in November of each year.

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.

In exceptional circumstances, an emergency grant request will be considered, once received in writing, at the next meeting of the Parish Council.

Each application will be assessed on its own merits.

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.

Conditions of Funding

An organisation should have a bank account in its own name with two authorised representatives required to sign and/or authorise expenditure.

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 upon request.

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 parts of such monies must be returned to the Parish Council.

Organisations receiving grants are required to advise their members/users that the grant or equipment has been received from Feering 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.



FEERING PARISH COUNCIL

Feering Community Centre, Coggeshall Road, Feering, CO5 9QB

Telephone: 01376 572882 (24-hour Answerphone)

Email: clerk@feeringparishcouncil.gov.uk

Application for Grant Funding YEAR: XXXX

Name of applicant/organisation:	
Contact details of applicant / organisation representative:	
Email Address for contact:	
Aims & objectives of organisation:	
Is the organisation a registered charity? If so, please provide registration number:	
Does the organisation have a constitution? If yes, please enclose a copy. If no, please explain your organisation.	
Does the organisation have accounts? If yes, please enclose a copy. If no, please explain your accounting procedures.	
Amount of grant requested.	£
Please give details of the project the grant is for, including its total cost.	
Does your project already receive funding? If so, how much and from whom? If the total cost of the project is more than the grant, how will the rest be financed?	
How will this project benefit the residents of Feering Parish?	
Please provide any other information relevant to the request	

I confirm that the details provided on this application are correct to the best of my knowledge.

Signed:

Name (capitals):

Position

Date of application:

For office use only:

Date received		Date of PC meeting	
Further action		Ratified	
Appl. acknowledged		Appl. Advised	

SAMPLE