

Necton Parish Council

Grant Awarding Policy



Document Control

Adopted: October 2014
Reviewed: April 2016
Minute ref: 2016/12/3 item 9

Necton Parish Council approves a budget in Autumn each year for the purpose of allocating grants to local organisations and community groups.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must have its own bank account
- The group must be formally constituted and have a management committee made up of volunteers who are the employing body.

Individuals and businesses are not eligible for grant funding.

Scope of grants

Applications will be considered for the following purposes which must benefit some or all of the residents of Necton

- For purchasing equipment either in part or full
- For funding of transport that will enable group members to participate in an activity regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For running costs of a viable group that is experiencing a period of hardship for a fixed term as deemed acceptable by the Parish Council
- For hosting special events or celebrations
- For the provision of recreational facilities
- Or any other purpose that supports the Parish Council's Mission Statement, aims and objectives as outlined in its published Business Plan.

Conditions

- Multiple applications within a 12 month period will not normally be considered.
- Prior approval of the Parish Council is required for any change of purpose of the grant received.
- The Parish Council reserves the right to reclaim any grant not used for the purpose specified on the application.
- A written report is required accounting for expenditure of award, including evidence in the form of invoice copies.
- If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant cheque is required.

Application process

- Applications by completing the Grants Award Application form and enclosing a copy of the latest set of annual accounts available for the group making the application.
- An organisation's evidence of a planned budget for the project will be required.
- Applications are accepted at any time of the year but are usually considered together annually during the Council's precept-planning process (October to December) Applications must be received by 30 September to be considered in that year's precept meeting.
- Applicants are usually informed within two weeks of the meeting and grants issued by cheque the following April.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases.

The Parish Council will also recognise successful groups in its own reports to parishioners.

Donations

The council may wish to offer a donation rather than award a grant. A donation is a smaller sum, usually less than £100, in support of general appeals. To be considered for a donation, the Council must receive a written request, outlining the aims of the organisation, their provision of service/support to Necton residents and explaining the appeal.