

# Necton Parish Council

## Grant Awarding Policy



### Document Control

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Reviewed: April 2016

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Reviewed December 2018 (to be presented to council for approval).

Next review December 2020

Subject to funding being available, Necton Parish Council is committed to providing assistance and support to local community groups or individuals which benefit part or all of the local community.

The Council's financial support is provided by way of a grant or donation that is normally restricted to 50% of the cost of an individual application. This can be varied by a formal council decision.

### In general, the following criteria apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish.
3. The use of a grant will be monitored and assessed against the original application to ensure that the grant has been used for the purpose for which it was awarded.
4. The amount of money available for grants varies each year, depending on the overall council budget.

### Necton Parish Council will not, or cannot fund the following:

1. Organisations that do not provide a service to the community in Necton.
2. Statutory organisations or the direct replacement of statutory funding.
3. Political groups or activities promoting political beliefs.
4. Religious groups where funding is to be used to promote religious beliefs.
5. Projects that may take place before an application can be decided.
6. Organisations that have a closed or restricted membership.
7. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

## **The application process:**

Groups or individuals must apply for funding using the appropriate application forms which can be downloaded from the Council's website or are available from the Parish Clerk. The Clerk can also provide assistance to any group to complete the form if required.

Supporting evidence may be required such as quotes, pricing information or accurate estimates of expected costs. Grants will only be considered with a complete application form and details and proof (where appropriate) of actual costs to be incurred.

All valid grant applications will be assessed and presented to the Full Council for consideration. All applicants will be notified of the Council's decision.

## **Payments:**

Grants will be paid by cheque, made out to the named organisation or individual.

## **Monitoring and reporting requirements:**

Successful applicants are required to complete a short evaluation form and provide Necton Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts. This information should be submitted within 1 month of the event/project end.

## **General terms and conditions:**

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. Any changes of use **MUST** be approved by the Council **PRIOR** to implementation.
  2. Applications for projects where the work has already been completed will not be considered.
  3. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
  5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including but not exclusively those relating to health and safety, insurance where required and equalities legislation).
  6. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
  7. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
  8. In order to receive payment organisations, groups or individuals must have a bank account into which grants can be paid.
  9. Only one application per year will be accepted from any organisation unless a council decision is made in advance to accept a further application in specific circumstances.
- Additional grant conditions may also be attached to any funding from Necton Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

### **Donations and small awards:**

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.