

# **HADLOW DOWN PARISH COUNCIL**



## **GRANTS POLICY**

June 2016

A grant is any payment or gift made by Hadlow Down 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.

The maximum sum set aside each financial year for grants will be agreed annually at the Parish Council meeting at which the precept is set.

A grant application form must be completed for each application and submitted to the Parish Clerk by 30th September in any year.

All grant applications will be considered at the October Finance and Precept meeting and a final decision will be made at the January meeting when the precept request is signed. Applicants are encouraged to attend the October Finance and Precept meeting in order to answer any questions Councillors may have. The Clerk will inform applicants in January whether or not their grant request has been successful.

The Parish Council must satisfy itself that the grant will benefit the parish. Ideally there should be clear evidence of local need or demand for the proposed project/activity. Applicants from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.

The grant application must be accompanied by the following supporting documents:

- A copy of the applicant's annual accounts for the last financial year;
- Proposed project details including a breakdown of costings;
- Details of what financial contribution the organisation will be making to the proposed project/activity;
- Details of any funding the organisation has received and/or has applied for from other organisations.

Approved grants will not be paid until required and no earlier than April of the relevant financial year.

Grants will be reviewed annually and will be judged on submissions received. It must not be assumed that grants will be made on a regular basis.

At its discretion the Parish Council may agree an annual grant to an organisation that provides a service to local residents but is not involved in a particular project.

### Grant Conditions

Grants will not be awarded to 'upward funders' i.e. local groups where fundraising is sent to a central HQ for redistribution.

Grants will not be made retrospectively.

Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority.

Parish Councils are not allowed to give grants for ecclesiastical buildings unless payment can be made under another power i.e. for tourism.

Grants will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.

Organisations applying for a grant should be properly constituted, with appointed officers.

Grants will be awarded on the assumption that other sources of income have been sought.

Grants will only be considered if they are accompanied by sufficient and appropriate documentation, including financial records. If there is insufficient documentary evidence the application will not be considered.

For grant applications for work being undertaken by a contractor for a value between £100 - £2000 the applicant must show that they have strived to obtain 3 quotations. Where the value is between £2000 - £20,000 3 quotations must be obtained. All paperwork must be attached to the application.

If successful the grant funds may only be used for the purposes stated in the application form. If the applicant is unable to use the grant for the stated purpose, monies must be returned to Hadlow Down Parish Council.

Where equipment is gifted to an organisation, Hadlow Down Parish Council requires that it be insured and maintained at the expense of the user.

The grant must be used for the purpose for which the application was made.

Any applicant receiving a grant is required to acknowledge Hadlow Down Parish Council's contribution and explain how this will be done.

All applicants receiving a grant must provide an End of Project Report, including a breakdown of expenditure, together with (copy) receipts and details of how the grant has been utilised, within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).

Failure to comply with the above may result in the rescinding of the grant and a request for its return.

These conditions will be included in the letter offering a grant from Hadlow Down Parish Council. The applicant must sign and return to the Parish Council a copy of this letter, to indicate they will comply with the conditions, before the grant is issued

All grants are awarded at the Parish Council's discretion. Hadlow Down Parish Council's decision is final and there is no right of appeal.