GRANT AWARDING POLICY

Probus Parish Council

1. Grants

The council recognises the importance of supporting local groups, organisations and charities that benefit the parish/local community, and that awarding grants is a valuable method of support. The purpose of this document is to ensure that Probus parish council has an open, consistent, and easily understood approach to awarding grants.

The parish council has statutory powers which enables it to make funds available, by way of grants, to local organisations/community groups working for the benefit of the parish. The council will consider an application for grant aid from any local voluntary or charitable organisation where the group's activities can be seen to be of benefit specifically to the parish.

The total figure available for grant aid in each financial year will be considered as part of its budget review process each financial year. **The total amount available for grant aid will be capped at a figure equivalent to 7.5% of the council's working budget and be included in its precept submission each for each financial year**. The budget review process begins in November each year and concludes in January when the precept for the following financial year (1st April) is submitted to Cornwall Council.

A grant payment awarded by the parish council is to be used by a local organisation or community group for a specific purpose that is to the benefit of the Parish, or residents of the Parish, and which is not directly controlled or administered by the parish council. The parish council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to the benefit of the parish by:

- Providing a parish service
- Enhancing the quality of life
- Improving the environment
- Promotion the Parish of Probus in a positive way

A grant award must only be used for the purpose stated on the application – if the organisation is unable to use all of its allocated grant – or part of it – for the purpose stated, the money should be returned or a request made in writing to keep the remainder for another specific, legitimate purpose.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user (unless a different arrangement has been recommended and approved by full council).

The parish council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the council.

2. Grant application process

The Council will invite and expect to receive in writing to the Clerk any expression of interest for a possible grant application by 31st October of the financial year prior to the funds being

required, in order that the budget provision for the relevant financial year can be considered.

Submission of completed applications is required by 31st December each year. The Clerk to the Council will receive all completed applications in the first instance. Designated members of the finance committee will then collate all the necessary information from the applicants ready for presentation and discussion at the appropriate full council meeting.

All applicants will be required to complete and submit the parish council grant application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

For each application, organisations will be required to provide the following supporting information:

- A copy of their written constitution or details of their aims and purpose;
- Full details of the project or activity;
- Demonstration that the grant will be of benefit to the local community within the Parish;
- The proportion or number of beneficiaries living in the electoral area;
- Demonstration of a clear need for the funding;
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision. The Council has limited the budget to support grant awards each year, and guidance can be given to applicants as to how much money is likely to be available in a specific financial year. Grant payments will be made from April each year, in line with the supported request/s set out in each successful application.

3. Conditions of funding

a) 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.
b) Grants will not be made to individuals.
c) Grants will not be made retrospectively.
d) Applications will not normally be considered from national nor county wide organisations nor local groups with access to funds from national/county 'umbrella' or 'parent' organisations.
e) An organisation should have a bank account in its own name.
f) 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.
g) Only one application for a grant will be considered from each organisation in any one financial year.
h) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
i) Each application will be assessed on its own merits.

j) Applicants must acknowledge the Council in any publicity relating to the grant and agree to the Council publicising details of any grants it makes.
k) The Council may make the award of any grant or subsidy 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, against the objectives of the Council, or that it has no statutory powers to spend on.
l) 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.
m) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

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.

4. Document Control

Author:	**Probus Parish Council - Clerk**
Owner:	**Probus Parish Council - Clerk**
Approval body	**Probus Parish Council**
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PROBUS PARISH COUNCIL GRANT APPLICATION FORM

For an application to be considered, it must be accompanied by:

a) the latest set of annual accounts showing the organisation's income, expenditure and level of balances;
b) a copy of the organisation's bank statements for the last 3 months;
c) a copy of the organisation's constitution or set of rules.

Name of the organisation making the application:	
Short description of the organisation:	
Name, address, telephone number and email address of contact:	
Type of organisation:	Unregistered community group/club/society: YES / NO Registered charity (please provide charity no.): YES / NO Other (please state):
Amount of grant requested:	£
A description of what the grant is for:	
Who will benefit from the project?	
What area does your organisation / group cover? The Council can only fund grants to organisations / groups who can demonstrate direct benefit to residents of Probus Parish	
If the total cost of the project is more than the grant, how will the rest be financed?	
Have you applied to any other body for a grant for the same project? If yes, please give details:	
Signature and date:	

Please use a separate sheet of paper to submit any other information which you feel will support this application. Please return the completed form to:
Parish Clerk, Probus Parish Council, 6 Kew Wav, Probus, Truro, TR2 4FN Email: clerk@probusparishcouncil.gov.uk