



## **Farington Parish Council Grant Policy**

### **Background to Policy**

This policy has been adopted to give guidance as to how Farington Parish Council should make judgments on grant applications fairly and in the best interest of our Parishioners and also to ensure that grants made are properly used and accounted for.

Underpinning this policy is the fact that all grant money allocated has come from public funds and the Parish Council has a legal obligation for the proper administration of these monies.

Grants will be available to 'Not for Profit' businesses and Community Organisations that benefit the lives or people living within the Parish of Farington.

### **The Policy**

It is at the discretion of the Parish Council to whether a grant is awarded.

Applications can be submitted at any time throughout the year, and will be brought to the next meeting of the Parish Council subject to it being received by the Clerk 7 working days before the meeting.

Grants are usually issued up to a maximum of £1000. The Parish Council will make a decision at their first available meeting and the Clerk will inform the applicant of the outcome of their application.

Normally only one application will be permitted per year per applicant. However, in certain circumstances the Parish Council may consider awarding a further grant to the same applicant in the same year. A full explanation of why the applicant is applying for a further grant should be included with the application form.

In awarding any grant, the Parish Council shall be satisfied that the following criteria have been met:

- 1.1.1. The benefit of the community
- 1.1.2. The provision and promotion of entertainment, arts and crafts, sports, leisure and amenities.
- 1.1.3. The provision of open space or amenity area planting.
- 1.1.4. The provision of events that enhance the community as a whole.

- a) The application must come from a properly constituted body; that is; it shall have a formal constitution or terms of reference, responsible directors, trustees or an elected committee and will have up-to-date accounts. The only exceptions to these requirements will be:
- Religious organisations, for whom a constitution will not be required;
  - Newly constituted organisations and groups for which accounts will not yet exist.
  - Informal groups that gather for a common social purpose or other activity, having clear aims and objectives and whose members act collectively. Some form of documentation/identification of members must be produced.
  - Schools are not required to submit full accounts, project accounts will suffice.
- b) Where funding is being sought to meet costs arising from a community event, the application must be supported by an events licence and written confirmation that agreement has been granted for the use of any land or buildings to be used as a venue.
- c) The group or organisation's objectives shall be of benefit, or potential benefit to residents of Farington Parish.
- d) The application shall be made with respect to a clearly specified purpose. This may include start-up costs for a newly constituted group or organisation, but shall exclude applications seeking running costs by established groups.
- e) The sum total of grants made to any one group or organisation within a single financial year (1 April – 31 March) shall not usually exceed £1,000.
- f) Grants for capital equipment and contracted goods and services will only be made against a written quotation, a website print-out, or extract from a catalogue.
- g) Payment will be made by cheque payable to the group or organisation concerned. Under no circumstances will cheques be made payable to individuals or third party representatives nor will payments be made in cash. Exceptionally, cheques may be made payable to the vendor of the goods or service for which the grant was made.
- h) Where the full amount of a grant has not been spent for the purpose for which it was given, the surplus is to be returned to the Parish Council within 14 days of all expenses having been paid. Surpluses may not be used by the applicant for purposes other than those for which the grant was approved. Should there be a need to change the terms specification of a project after a grant has been awarded, the details must be referred to the Parish Council for their consideration before money is any spent.

- i) The applicant is asked to submit a short report and/or photos of the project when it is completed.
- j) If the terms have not been met a full refund of the grant will be expected.
- k) In line with the General Data Protection Regulations (GDPR) the Parish Council will only retain grant applications and associated documents for a limited time and this is for a maximum of 18 months. After which time they will be confidentially disposed of. Applicants should be aware that their grant application and the information contained within it will be shared with all legal Members of the Parish Council, and the Clerk to the Parish Council. It will not be shared with any other organisation or individual and the detailed information will remain confidential, although the name of the applicant and the amount of the grant awarded will appear in the Parish Council Minutes and in the Parish Council Accounts.
- l) Retrospective claims will not be processed.
- m) The Council reserves the rights to refuse any grant that they feel that does not meet the criteria or is not beneficial to the wider community.

In cases of doubt with respect to the interpretation of the above conditions, the applicant must seek the advice and guidance of the Parish Clerk in the first instance.