

# Kingscote Parish Council

## **GRANT AWARDING POLICY**

**Adopted 14<sup>th</sup> May 2024**

**Review date May 2026**

### **Introduction**

A grant is any payment by the council to be used by 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 council. The council awards grants, at its discretion, to parish organisations which demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and / or sports
- Improving the environment
- Promoting the parish of Kingscote in a positive way.

### **Grant Application Process**

1. The clerk to the council will receive all applications in the first instance and will collate all the necessary information from the applicant ready for presentation and discussion at the appropriate parish council meeting.
2. Applicants will be required to complete an application form, available from the parish council. All questions on the application form should be fully answered and any additional appropriate information, which supports an application, should be provided.
3. In addition to the application form, organisations may be required to provide the following supporting information:
  - a. A copy of their written constitution or details of their aims and purpose.
  - b. Full details of the project or activity.

# Kingscote Parish Council

- c. Demonstration that the grant will be of benefit to the local community within the parish.
  - d. The proportion or number of beneficiaries living in the electoral area.
  - e. Demonstration of a clear need for the funding.
  - f. A copy of the previous year's accounts or, for new initiatives, a budget and business plan.
  - g. A copy of the organisation's latest bank statement.
4. Notwithstanding any exceptional circumstances, the council will expect to receive in writing to the clerk, any expression of interest for a possible grant application exceeding £100 by 31st October of the financial year prior to the funds being required in order that budget provision can be considered. Although this will not prevent the submission of an ad-hoc application.
  5. The full council will make the decision on which grants to award. All applicants will be contacted following the council's decision.
  6. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

## **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 projects that discriminate on any grounds.
  - c. Grants will not be made to individuals.
  - d. Grants will not be made retrospectively.
  - e. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
7. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

# Kingscote Parish Council

8. 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 shall be supplied to the council on request.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. 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 or against the objectives of the council.
12. 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.
13. The council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
14. Nothing contained herein shall prevent the council from exercising, at any time, its existing duty of 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.

Adopted 14<sup>th</sup> May 2024

Minute reference 24.24

Date for review of the policy – May 2026