

# Lidgate Parish Council

## GRANT AWARDING POLICY

Annually, Lidgate Parish Council (LPC) offers grants to organisations working for the benefit of the community only. Grants are made out of money provided by the council tax payers of Lidgate Parish and accordingly the Parish Council has a responsibility to satisfy itself that grants will provide benefit to the local community.

Unfortunately, the Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully. The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.

### Grant Application Criteria

1. Applications must be made on the form available on the Parish Council Website, together with appropriate full financial accounts, supporting financial information or evidenced projected costings. The application form can be emailed to you on request to the parish clerk if you are unable to download from the website.
2. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will not give grants towards running costs or salaries.
3. The organisation must be non-profit making or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity. Grants will not be made to Schools, National Organisations or Religious Groups.
4. The purpose for which the grant is made must be in the interest of the immediate Lidgate area.
5. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application
6. The amount of the grant will be at the discretion of the Parish Council
7. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place
8. Payments for grants will not be paid to individuals
9. Only one application for a grant will be considered from each organisation in any one financial year. Organisations will be required to apply annually, and each application will be reviewed on an equal basis within each year.
10. Preference will be given to organisations making use of parish facilities and/or having sought external funding prior to this application.
11. Consideration will be given to organisations wishing to organise a village event in which other groups are invited to participate. This should be done with a view to enhancing community life and raising funds for participating groups.

12. A community group may suffer a 'dip' in membership leading to shortage of funds. Temporary assistance can be granted with annual review. If situation does not improve, the community group will be advised to consider its future.
13. All grant payments will be conditional upon submission of audited accounts, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated after the date of approval.
14. All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear in the Newsletter and website.
15. Recognition of the grant from Lidgate Parish Council must be made in any publicity material.
16. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.
17. All invoices to be settled directly with suppliers by the Parish Council must be sent within 28 days of the event. This will ensure that any unspent funds can be re-distributed to other applicants.

#### **How will the application be assessed?**

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. The level of contributions that has been, or will be, raised in addition to the grant.

#### **General**

1. The deadline for receipt of applications is the last Friday in October.
2. Grant applications will be formally considered by the Full Parish Council during the November meeting.
3. Each application will be assessed on its own merits and will be considered along with other applications at the meeting. To ensure as fair a distribution as possible, the Parish Council will take into account the amount and frequency of previous awards.

#### **Conditions of Funding**

1. The Parish Council will only give to projects specifically designed to benefit Lidgate and its residents.
2. Applications will not be considered from any organisation intending to support any party political or to discriminate on the grounds of race or religion.
3. Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
4. The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

<b>Document History – GRANT POLICY</b>		
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