



NORTH WALTHAM PARISH COUNCIL

GRANT AWARDING POLICY

Introduction

A grant is any payment by North Waltham Parish 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 Parish Council. The Parish Council awards grants, at its discretion, to parish organisations which can 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 North Waltham in a positive way.

Grant Application Process

- Grant applications can be made at any time of the year. However, those applying for grants should be aware that North Waltham Parish Council has limited funds available for grants and early application is encouraged.
- Applicants will be required to complete an application form, available from the Clerk to the Parish Council or the North Waltham website <https://www.northwaltham.net/media/4915/nwpc-grant-application-form-final.pdf>
- All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- In addition to the application form organisations will be required to provide a copy of their latest audited accounts.
- The Clerk to the Parish Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Parish Council meeting.
- The grant application will be discussed at the next full Parish Council meeting following receipt by the Clerk. Applicants are welcome to attend the Parish Council meeting to support their application.
- North Waltham Parish Council will make the decision on whether to award the grant at a full Parish Council meeting.
- All applicants will be notified of the Councils' decision following the meeting.

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- Successful applicants will be asked for their bank details to enable a bank transfer of funds.
- Successful applicants should present a report or mount a display at the Annual Parish Meeting in April showing how the grant has been utilised.
- Successful applicants should acknowledge North Waltham Parish Council in any publicity relating to the grant and agree to the Parish Council publicising details of any grants it makes.

Conditions of Funding

- The organisation making a grant application 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.
- Grants will not be made to individuals.
- 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.
- Grants will not be made to projects that discriminate on any grounds.
- Grants will not be made retrospectively.
- An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 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 on request.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The size of any grant awarded is at the sole discretion of North Waltham Parish Council.
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 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.
- 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 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.

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Approved at Parish Council meeting, minute reference233/FC/12/18-19.....

Signed ...*G Chapman (Chair)*..... Date ...19th March 2019.....