

CAPEL PARISH COUNCIL

Grants Policy & Procedure

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

At the Finance Committee meeting in December/January an amount will be set from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- Details of the number, or percentage, of members that belong to the organisation and live within Capel Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the Parish Council’s Equality and Diversity Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

Applications will not be considered from:

- Individuals.
- A political party.
- Private organisations operated as a business.
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance Committee and a recommendation will then be made to Full Council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. (The Clerk/RFO can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Capel Parish Council.

Where possible, the Council will affix an appropriate label.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the recipient's expense.

Conditions

- 1) Any grant is made at the discretion of the Parish Council and is not an entitlement for any organisation.
- 2) An award is made on the condition that it is used for the purpose for which the application was made.
- 3) If an organisation is unable to use all or any part of the award for the stated purpose then all or any monies not used for the stated purpose are to be returned to the Council.
- 4) All awards must be properly accounted for and evidence of expenditure is to be supplied as requested. If the Council is not satisfied with the arrangements it reserves the right to a refund of monies awarded.
- 5) Ongoing commitments to awards or grants in future years will not be made. A fresh application is required each financial year.