

CHAGFORD PARISH COUNCIL

GRANT AWARDING POLICY AND PROCEDURE

1. INTRODUCTION

A grant is any payment made by Chagford 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 is legally able to make grants to the registered Charities under Section 137 of the Local Government Act 1972, which states that donations can be spent for the benefit of part or all of the community but not for an individual. Grants must be commensurate to the benefit representing value for money and being fairly distributed.

In all cases the following shall apply:

The Parish Council awards grants at its discretion to organisations or causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

Providing a service

Enhancing the quality of life

Improving the environment

Promoting Chagford Parish in a positive way.

Improving Recreation and/or sports

2. GRANT APPLICATION PROCEDURE

A request for a grant must be sent to the Clerk in the first instance.

Organisations requesting financial assistance are required to submit the following to the Parish Council Clerk:

A completed application form available on the web site. All questions must be answered (if not applicable to your organisation please write N/A) and, where necessary, additional information given.

The application form covers the following:

Full details of the project or activity plus supporting information

A copy of the last 'year-end' accounts (or evidence of financial status if no accounts yet) which demonstrates a clear need for funding

Evidence that funding has been sought from elsewhere, and there is a clear need for funding

For new initiatives a detailed project plan

A copy of the constitution or details of the aim or purpose

The percentage of beneficiaries who live within the Parish.

Details of any restrictions placed on use or access, and evidence that the organisation promotes equal access to all.

Details of the bank account(s) controlled by more than one signatory.

A copy of the organisation's latest bank statement.

Chagford Parish Council understands that very small groups/organisations may not be able to supply all these details. If they are not applicable to your application this will not disadvantage your application.

3. 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) Applications should demonstrate how they seek to improve access to their services and facilities, particularly by any marginalised groups within the community who may not access services currently.

c) Applicants must undertake to work collaboratively with other organisations in Chagford with similar aims and objectives and should demonstrate in the application how this is being undertaken.

d) All applicants should indicate what other funding sources have been identified, the outcome of other applications made, and the proportion of total funding being sought from Chagford Parish Council.

e) Where applications exceed the funding available, a percentage of each bid may be approved.

f) Joint applications which demonstrate partnership working across more than one organisation are especially welcome.

g) Grants will not be made to individuals.

h) Grants will not be made retrospectively.

i) 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.

j) An organisation should have a bank account in its own name with two authorised representatives required to transfer monies.

k) The administration of and accounting for any grant shall be the responsibility of the recipient. All awards over £1000.00 must be properly accounted for, and

evidence of expenditure should be supplied to the Council IN WRITING by 1st April of the year following the receipt of the grant.

l) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

m) Each application will be assessed on its own merits.

n) 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.

o) Any grant must only be used for the purpose for which it was awarded unless the prior 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.

p) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

q) 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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