

# Harrietsham Parish Council

## Grants Policy

### **Introduction to Policy**

A grant is any payment made 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 can demonstrate a clear benefit to the parish by:

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

Grants will only be considered for the purpose explicitly stated on the application form, not for any other general activities that the organisation may undertake. Grants would not normally be made for revenue support.

The Council may support special events either for a special occasion (such as a centenary) or is unlikely to happen again.

The Council having taken into account the request for funding and whether they have the power to do so, may grant up to a maximum of 100% of the approved request.

### **Grant Application Process**

1. The RFO 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 Council meeting.
2. Applicants will be required to complete an application form, available from the Parish Council Office or the Harrietsham Parish Council website\*. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

\*<https://www.harrietshamparishcouncil.gov.uk/community/harrietsham-parish-council-13454/home/>

3. In addition to the application form organisations will be required to provide the following supporting information:
  - A copy of their written constitution or details of their aims and purpose,
  - Full details of the project or activity
  - Demonstration that the grant will be of benefit to the local community within the Parish
  - The proportion or number of beneficiaries living in the electoral area

- A copy of the previous year's accounts, however basic or, for new initiatives, a detailed budget.
4. The RFO will expect to receive written applications by 31st October, for consideration that November and payment shortly afterwards. However, applications can be submitted at any time during the year. Although applications should usually relate to the current financial year (April to March), in exceptional circumstances (such as a compelling need to pre-plan), then the council would be willing to consider committing grant money for the forthcoming year.
  5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
  6. Any grant or award over £2,000 will require a written statement from the recipient stating the use to which the funds have been put (supported by receipts, if applicable) within 12 months of the payment (or last payment, if phased).

## Conditions of Funding

1. Applicants must be village organisations run on a voluntary, non-profit, or charitable basis, or, if based outside of the parish, then be providing a clear benefit to this community.
2. Grants will not be payable for any commercial venture or for private gain.
3. The council is committed to equal opportunities for all and will not consider a grant to any organisation or project indulging in unlawful discrimination.
4. Grants will not be made to individuals, or where the applicant will pass on part or all of the award to an individual.
5. Grants applications will not be considered retrospectively.
6. Other than the Royal British Legion, 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 normally have a bank account in its own name.
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 should be supplied to the Council if requested.
9. Each year is treated as a complete entity in its own right. This means that an application is for that year, and any repeat request will need to be made afresh on each occasion, (paragraph 4 of the Applications Process, above, refers). Further, repeat requests will not normally be considered, unless there is a clear risk to a village amenity. In this event, the repeat applications should clearly state what attempts are being made to fund the project from elsewhere.
10. Any grant for more than £1,000 which is to be spent on a single supplier or item will require the applicant to submit details of the procurement process they will undertake to ensure that they are achieving best value for money.
11. Each application will be assessed on its own merits.
12. Any grant may only be used for the purpose stated on the application, unless written approval to vary this use has been obtained. Any funds un-spent by the end of the financial year in

which it was awarded (ie by March 31st) are to be returned to the council, unless written agreement has been given by the council for an extended deadline.

13. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
14. The Council reserves the right to refuse any grant application.
15. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
16. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or 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, or as subsequently amended.