



Shenley Parish Council

GRANT AWARDING POLICY

This Grant Awarding Policy was approved by Shenley Parish Council at their meeting on 11th September 2012

Policy Statement

A grant or subsidy is any payment made by Shenley Parish Council (hereinafter referred to as SPC) to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by SPC. The purpose of any grant or subsidy given by SPC is to support initiatives in the local community and to help create opportunities for the residents of Shenley that are not, as a matter of course, funded by SPC.

Guidelines for Grant Applications

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Shenley. All applications must clearly demonstrate how this will be achieved.
- 2) Grant Aid application forms are available from the Clerk. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Grant applications cannot be made retrospectively.
- 4) The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 5) Applications WILL NOT be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - Private organisations operated as a business to make a profit or surplus.

- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - National Charities.
- 6) 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) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
 - 8) SPC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
 - 9) Schools will only be grant aided for environmental purposes or if, in the opinion of SPC, their application is for the benefit of the wider community.
 - 10) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
 - 11) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of SPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to SPC by the end of the financial year in which it was awarded.
 - 12) Although SPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
 - 13) SPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
 - 14) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
 - 15) The size of any grant awarded is at the sole discretion of SPC.
 - 16) SPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
 - 17) SPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of SPC.