



Coxhoe Parish Council

Grant Awarding Policy

Date: May 2023

Review Date: May 2024

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Introduction

A grant or donation means any payment 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 and donations, 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 Coxhoe in a positive way.

Grant Application Process

1. The Clerk to the 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 Council meeting.
2. Applicants will be required to complete an application form, available from the Parish Council Office using the details at the end of this policy. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information for each separate application:
 - a. A copy of their signed constitution or details of their aims and purposes
 - b. Full details of the project or activity
 - c. Demonstration that the grant will be of benefit to the local community within the parish
 - d. The proportion or number of beneficiaries living in the electoral area
 - e. Demonstration of a clear need for the funding
 - f. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
 - g. A copy of the organisation's latest bank statement (dated within three months of the application).

4. The Council will not normally make grants which are over £200 to community groups, excepting those to which it grants funding as a result of parish plan activity, which includes Quarrington Hill Community Centre, Coxhoe Village Hall and the Active Life Centre.
5. Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.
6. The Full Council will make the decision on which grants to award. All applicants will be contacted by the Parish Clerk following the Council's decision.
7. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. 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.
2. Grants will not be made to projects that discriminate on any grounds.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. 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.
6. An organisation must have a bank account in its own name with at least two authorised representatives required to sign each cheque.
7. 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. All grants of £2,000 or more will be subject to further due diligence with a requirement to advise the Parish Clerk of how the funding has been spent.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. 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, or outside its powers.

11. 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 any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing 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.

Contact details for the Parish Council:

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Telephone: 0191 3773658 or 07988 283287

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