



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

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## Grant Awarding Policy

From time to time the Parish Council may receive a request for grant funding. The Parish Council wishes to support activities and causes which benefit the parish of Poringland and to the immediate surrounding areas. A grant is any payment made by the Parish Council to a third party body for the specific purposes for which it is claimed and for the well-being of the community. Priority is given to local organisations when considering grant funding.

The Parish Council will only allow funding for projects that it has the appropriate power to do so.

Applications for generic requests for funding will be considered by the Parish Council and will be considered as a donation

Applications for specific requests for grant funding for particular projects will be considered upon completion of a grant application (see appendix 1). In addition to the application, grant applications for funds over £500 should be accompanied by:

- A copy of the group's constitution.
- A copy of the group's annual accounts. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
- The Parish Council reserves the right to request additional information if it feels necessary.

### Eligibility

Any grant made by the Parish Council must directly, or indirectly benefit some or all of the residents of the parish of Poringland. The following criteria must be met for a group to be considered for a grant.

The group must be a charity, voluntary or community organisation or organisation which will give a direct benefit to the people of Poringland.

The group must be able to demonstrate that any funding from the Parish Council will directly or indirectly benefit the residents of Poringland;

The group should preferably be formally constituted and have a management committee.

Political parties will not be considered for funding. Individuals and business will be considered under exceptional circumstances, however other avenues of more appropriate funding should be recommended.

### Conditions

- Multiple applications within a 12 month period will not normally be considered.
- The money must be spent for the purpose stated within the original application.



- The recipient will confirm to the Parish Council once the project has been completed. Any unspent money will be returned to Poringland Parish Council.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that monies have been spent accordingly.
- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. This may include copies of quotations or estimates. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- Grants cannot be awarded after the relevant project or event has been completed.
- The recipient must carry out all work (or appoint contractors to carry out all work) using satisfactory equipment, personal protective equipment and risk assessments. The recipient must satisfy themselves that all necessary insurances are in place.
- Poringland Parish Council takes no responsibility or liability for work undertaken relating to this grant. The recipient agrees to fully indemnify the Council in relation to the activity undertaken.
- An acknowledgement on receipt of the grant cheque is required.

### **Decision Making Process**

Applications must be submitted to the Parish Clerk no less than 10 working days prior to the Parish Council meeting. The Clerk will check the application to ensure that sufficient information had been received, and that it is eligible under the Council's Grant Awarding Policy.

The applicant will be informed of the date, time and venue of the meeting that the application will be heard, and will be invited to attend to speak to the application.

The Council will make their decision on the application, which will be final. The applicant will be informed of the decision within two weeks of the meeting.

Where possible, funds will be released immediately after the meeting unless further information is required or delayed release is requested. Payment will be made by cheque, and will only be made to the properly constituted body making the application, and not to any individual or private business. Any offer of funding with delayed release of funds will remain valid for 6 months, after which time the applicant will need to reapply for funding.

Applicants will be expected to complete their project and use their funds within 12 months of receipt. A statement of account will be required for each project, together with a short summary of how the community has benefited from the project and funding. Any unused funds must be returned to the Parish Council on completion of the project, or on the expiry of the 12 months of receipt of funds.

In exceptional circumstances, the Parish Council may waive the 6 month delayed release, or the 12 months use of funds. The recipient is responsible for requesting this waiver and should allow six weeks from the expiry of the relevant element to make their application. In circumstances where it is known at the time of application that these times will not be long enough, the applicant can ask for an extension at the time of application, which will be considered alongside the application itself.

## **Promotion**

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council's funding in the organisation's newsletter, or in any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

**Adopted May 2020**

**Review due May 2023**

## Appendix 1

### APPLICATION FOR GRANT FUNDING

1	Name of Organisation	
2	Name, Address and Status of Contact	
3	Telephone Number of Contact	
4	Is the Organisation a Registered Charity?	Yes/No
5	Amount of Grant Requested	£
6	For what purpose or project is the grant requested?	
7	What will be the total cost of the above project?	£
8	If the total cost of the project is more than the grant, how will the residual be financed?	
9	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
10	Who will benefit from the project?	
11	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

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