



# LONGSTANTON PARISH COUNCIL

## Grant Policy

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# GRANT POLICY

## 1. Grants to Local Organisations

- 1.1 Longstanton Parish Council (the Council) is committed to support local clubs and community organisations. To enable them to do this, each year the Council sets aside some money in its budget to help with grants.
- 1.2 The budget is limited and in most cases grants to an individual organisation will be a maximum of £500, although at the Council's discretion this limit may be raised to £1,000. Larger grants may be given under exceptional circumstances.
- 1.3 Grants may be applied for at any time during the year, but the Council encourages organisations to apply during February and August so that decisions can be made in March and September respectively.

## 2. General Criteria

- 2.1 Grants will be made at the absolute discretion of the Council to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by one or more of:
  - Providing a service and improving their effectiveness
  - Enhancing the quality of life
  - Improving recreation and/or sports
  - Improving the environment
  - Promoting the Parish of Longstanton in a positive way.

## 3. Grant Application Process

- 3.1 All applications should be made to the Clerk to the Council on the standard application form. All applications must be received by the Clerk at least 10 days before the meeting at which the application is to be assessed.
- 3.2 Grants will only be made to organisations who supply with the application:
  - a copy of their written constitution or details of their aims and purpose
  - details of the governance of the organisation including, if relevant, names of the Chair, Secretary and Treasurer
  - full details of the project or activity
  - demonstration that the grant will be of benefit to the local community within the Parish
  - demonstration of a clear need for the funding
  - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
  - Safeguarding Policy if children and young people up to 18 years of age, or vulnerable adults are currently involved, or could become involved in in any activities or events run by your organisation
  - Ensure the Council is successful in obtaining Quality Parish Council Status.

#### 4. Conditions of Funding

- 4.1 The organisation must be either non-profit or charitable and meet the needs of Longstanton's residents. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 4.2 Grants will not be made to projects that discriminate on any grounds. The organisation must, on request of the Council, supply its policy on Equality.
- 4.3 Grants will not be made to individuals.
- 4.4 Grants will not be made retrospectively.
- 4.5 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.
- 4.6 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque or authorise any online payments.
- 4.7 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 as requested.
- 4.8 Only one application for a grant will be considered from each organisation in any one financial year.
- 4.9 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 4.10 Each application will be assessed on its own merits.
- 4.11 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.
- 4.12 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. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 4.13 The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 4.14 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.
- 4.15 Recognition of the grant from Longstanton Parish Council must be made in any publicity

## 5. How will the Application be Assessed?

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised locally
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group is managed, as indicated by the constitution.