



**CHURCH
LAWTON**
Parish Council

Community Grants Policy

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INTRODUCTION

Church Lawton Council has a commitment to encourage, support and promote volunteer organisations and charities operating within its boundary or close vicinity and that clearly demonstrate a benefit of the community and area. The Parish Council makes an annual budget provision for Community Grants to help meet its aims.

Community grants come from the precepted money and as such is public money. It is therefore important to ensure that grant expenditure is open and transparent. In awarding funding, the council seeks to ensure that the allocation of funding is proportionate to the number of residents benefitting from the award.

Decisions related to Community Grants will be made by the Council. The policy acts as both a guideline for applicants and councillors when considering applications.

Applicants are encouraged to look at alternative sources of funding in addition to this scheme.

The Council expects applications to mostly be for up to £500 but will consider larger requests if a community need is clearly demonstrated. The Council will not usually exceed its grant budget in any year and applications will be considered in order of receipt.

GRANT SCHEMES OUTLINE AND ELIGIBILITY

Proposals must provide a benefit to residents who reside within the Parish Council's boundary. Applications for proposals based in neighbouring parishes will be considered if a benefit to Church Lawton residents can be demonstrated. Awards will be commensurate with the number of Church Lawton residents who will benefit.

Applicants must have a constitution or similar and, for monetary awards, a bank account in the organisation's name. Evidence of these may be requested.

The Parish Council will not fund salaries and will not normally fund any revenue costs unless exceptional one-off needs can be demonstrated. In addition, applications with any party-political links, from groups which the Council considers to be of a controversial nature within the Community or from groups which are considered to be unfairly discriminatory in any way will not be considered.

The Parish Council will only consider one application from an organisation within any financial year.

The Parish Council only provides grants to organisations and does not provide grants to individuals or groups of individuals. In no circumstance will the Council pay money into private bank accounts.

APPLYING A GRANT

Applications should be made on application form which can be found on the Parish Council website or by contacting the Clerk:

Clerk@churchlawton-pc.gov.uk

The Clerk, upon receipt of the application, may ask for extra information before presenting the application to be presented to Council.

The council reserves the right to request further information. All the information requested should be forwarded to enable the application to be progressed. An application will not be considered further by Council until all requested information has been received.

All requested information should be returned to the Parish Clerk.

The following information would be expected to be submitted at the time of first application, as a minimum, in addition to completing the form, unless agreed otherwise by the Clerk.

- Quotations or other evidence of cost for any proposed purchases over £250.
- Where expenditure on a single item would exceed £200 the applicant should demonstrate that best value has been sought; this may be by submitting more than one quotation.
- Constitution or other evidence demonstrating the governance of the organisation.

The following information may also be requested and must always be supplied for grants requests of over £500:

- The previous two years' accounts.
- A copy of a recent bank statement – within 3 months.

If requested, a representative of the organisation should attend a Council meeting where their grant will be considered to answer any questions which may arise.

There may be occasions when consideration should be given to the Parish Council purchasing items and gifting them to the organisation rather than providing a grant.

GRANT EVALUATIONS

Recipients receiving a grant of over £250 shall provide an evaluation/update within twelve months of receipt of the grant.

Receipts for all expenditure on individual items over above £50 shall be provided to the Council as part of the evaluation to demonstrate the grant was spent appropriately.

CONDITIONS OF GRANTS

An application under both schemes shall indicate agreement to the following conditions:

- a) Recipients shall complete an evaluation if requested to do so.
- b) The Council reserves the right to reclaim funds not spent in accordance with the approved grant application if left unspent after one year of receipt (unless an alternative arrangement is otherwise agreed in advance) or in full/partially for breach of conditions.
- c) Recipients are expected to positively promote the Council.
- d) Recipients should acknowledge the financial support received from the Council in any press releases and publicity that the organisation issues. The Council will provide logos for use to indicate its support.
- e) Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within the previous two years.
- f) The Council may ask any additional conditions it deems necessary as part of the grant consideration and award.

RECEIPT OF GRANT

- a) Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant

b) Payments shall be made to the organisation within four weeks of receipt of the agreement.

c) Payments shall only be made to an organisation. The Council will not issue grants to an individuals and proof of this may be requested.