

## GRANT AWARDING POLICY

### 1. Policy aim

- 1.1 **Plaistow and Ifold Parish Council** ('the Council') recognises and values the important role local groups, organisations, and charities ('Community Groups') play in creating and improving quality of life for parish residents.
- 1.2 To support and promote community wellbeing, the Council's annual budget includes a specified sum for the purpose of grant funding to Community Groups.
- 1.3 All grants awarded by the Council must be in the interests of, and bring direct benefit to, the area, or any part of it, or all or some of its inhabitants.
- 1.4 Grant applications which further the aims, priorities, and objectives of the Council and that are in accordance with this Grant Awarding Policy ('the Policy') are welcome; and the amount awarded will be commensurate with the benefit to the community.
- 1.5 The Policy sets out the fair and transparent process the Council will follow when making its decisions to award grants to Community Groups which contribute to the welfare of the community.

### 2. Priorities of grant awarding policy

- 2.1 The Council awards grants, at its discretion, to Community Groups - and will also consider applications from individuals\* - which can demonstrate a clear need for financial support to achieve an objective which will benefit the parish, or its residents by:
  - Providing a service
  - Enhancing quality of life
  - Improving recreation and/or sports
  - Improving the environment

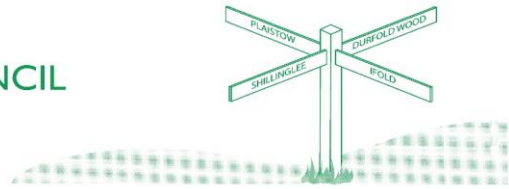
\*In exceptional circumstances where it can be robustly evidenced how the priorities of the Policy can be achieved.

### 3. Who can apply?

- 3.1 The Policy applies to Community Groups (para 1.1) and individuals in exceptional circumstances, which fall within the eligibility criteria set out at paragraph 5 below and which are based in, or benefits the residents of, Plaistow and Ifold Parish and/or the parish area. To be successful, Applicants must demonstrate how they meet the Policy's Key Principles (para 4).

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## 4. **Key Principles**

4.1 The Council's Policy is based on the following key principles:

- Grants are payments made by the Council to Community Groups or individuals for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of parish residents and/or the parish area.
- The benefit to the parish area and/or its residents must be commensurate with the expenditure.
- Applicants should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by them.
- Projects should demonstrate sustainability and/or long-term value for money.
- Applications must be made on the Grant Awarding Policy Application Form ('the Application Form') and supported by the requested evidence.
- An overall limit for the annual provision of grant funding will be determined by the Council, in accordance with any relevant legislation and regulations in force from time to time, as part of the budget setting process (January).
- Retrospective applications will not be funded i.e., where the expenditure has already been carried out.
- Applications should be made for 'one-off grants' that will not result in any recurring expenditure for the Council.
- Grant awards are subject to the availability of sufficient funds.

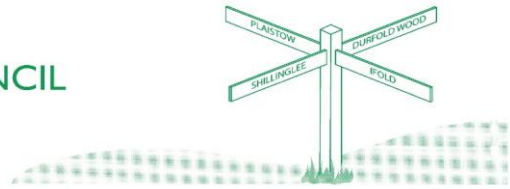
## 5. **Eligibility criteria**

5.1 Applications will be considered from the following:

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health, or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other local groups.
- Individuals, in exceptional circumstances, where it can be demonstrated that there is a clear and measurable benefit to parish residents/area.

5.2 Applications will not be considered from:

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010).
- Private organisations operating as a business for profit.
- 'Upward Funders' – groups or organisations whose fund raising is sent to a central office for redistribution.



- National organisations or groups with access to funds from a national ‘umbrella’ or ‘parent’ organisation; unless funds are not available from the national body or are inadequate for a specified project.

## 6. Application procedure

6.1 Grant requests must be made on the Application Form, which is available on the Council’s website and in Word format, on request, from the Parish Clerk (contact details below at paragraph 10).

6.2 All applications must demonstrate the following:

- The clear written aims and objectives and written constitution (if applicable) of the Applicant.
- How the grant will benefit the local community of Plaistow and Ifold.
- A signature.
- All the supporting documentation that is requested (see the checklist on the Application Form).

6.3 Application Forms and documentation must be sent to the Parish Clerk by email or post.

6.4 Applications will be considered biannually at a meeting of the Council’s Finance Committee and will only be awarded by resolution of the Committee.

6.4.1 The Council should receive completed Application Forms by the following deadlines:

- Tranche 1 – by **6<sup>th</sup> January**, for a decision during the **April** Finance Committee meeting
- Tranche 2 – by **6<sup>th</sup> June**, for a decision at the **July** Finance Committee meeting

6.4.2 Grants awarded at the **April** meeting will be paid no later than **30<sup>th</sup> April**. Grants awarded at the **July** meeting will be paid no later than **30<sup>th</sup> September**.

6.4.3 A grant may be awarded outside this timetable at the discretion of the Finance Committee.

6.5 The Council reserves the right to refuse any grant application; or offer an alternate amount to that originally requested.

6.6 Grant awards will be made in a single payment; or released in stages, upon authorised request, as work proceeds depending on the nature and size of the project.

## 7. Determination

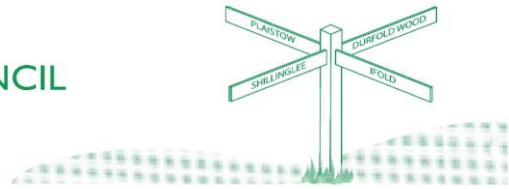
7.1 Each application for grant funding will be considered on its own merit.

7.2 The Council will take account of the following:

- The level of own fund-raising activities.

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- The level of grant funding sought or secured from other sources.
- The level and frequency of previous grant applications to the Council.
- The level of benefit to the community (see 1.3, 2.1 & 4.1 above).
- Preference is usually given to projects which can be completed within one year of the funding being awarded.

7.3 The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility, or staffing costs.

7.4 The application must meet the Policy's aims, objectives and criteria as set out at paragraphs 1 to 6 above.

7.5 The Council will not commit to ongoing grant funding; a fresh application must be made each year.

7.6 The Council may attach conditions to the award of a grant if it is considered appropriate.

## **8. Successful applications**

8.1 Successful applicants will be notified in writing shortly after the meeting determining the application.

8.2 Successful applicants will be asked to provide written details of the bank account into which the award will be deposited.

8.3 Successful applicants will be required to acknowledge the Council's contribution on any publicity.

8.4 The Council will request confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.

8.5 If the grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Council reserves the right to reclaim the amount of the grant paid, in full.

8.6 Successful applicants may be invited to attend the Council's Annual Assembly to present to the community how they have spent the grant award or asked to submit an article for publication in the Council's biannual E-Newsletter.

## **9. Data**

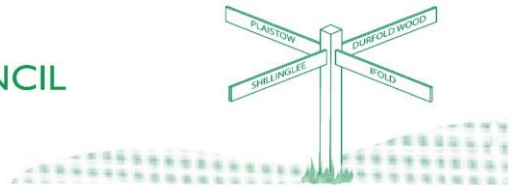
9.1 The information provided in the Application Form will solely be used to determine the grant funding and will be kept for a maximum of six years.

9.2 A summary of the application will form part of the Clerk's Report for the decision-making meeting.

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9.3 Any award will be published on the Council's website.

## **10. Contact**

10.1 Should you have any questions or require additional support to complete the Application Form please contact the Parish Clerk:

- E-mail: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

## **11. Review of the Policy**

11.1 The policy is reviewed annually and updated, subject to changes in legislation or requirements of the Council.

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