

THE IVERS PARISH COUNCIL

Grant Awarding Policy and Procedure

Introduction

The Ivers Parish Council recognises the hard work of the many organisations in the community that help to improve the lives residents. The Parish Council are committed to supporting local charities and not-for-profit groups, and allocates a sum each year to provide assistance in the form of grants.

The following policy sets out how the Parish Council considers and makes grant awards, and enables the Council to make an informed assessment of grant applications, so that decisions within the limited grant budget are made in a way that is fair and transparent

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service to the residents of the Parish,
- Enhancing the quality of life of residents of the Parish,
- Improving the environment, and promoting the Parish in a positive way.

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- “Upward funders”. ie.local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.
- Projects completed before the application can be considered
- Organisations that have disproportionately high levels of uncommitted reserves

This list is not exclusive, and may be added to at the council’s discretion.

Grants will generally not exceed £500 and consideration will be given to those who have previously applied in the financial year, this will be based on projects rather than considering only one application to be submitted per year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

Grant application forms can be downloaded from the Council's website or are available from the Parish Clerk at enquiries@iverparishcouncil.gov.uk or 01753 655331.

Applications are considered throughout the year on a first-come, first-served basis, and applicants should be mindful that the Council's financial year begins in April.

Applications will generally be considered at the next subsequent Full Council meeting, following receipt of the application. The dates of upcoming committee meetings can be found on the Council's website.

Successful applicants will normally receive funds within one month of the decision date.

Organisations requesting a grant are required to submit:

- A completed application form,
- Copies of their last year end accounts,
- The number, or percentage, of members that belong to the organisation and that live within the Ivers Parish Area,
- Details of any restrictions placed on who can use/access their services,

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For the purchase of single items of goods or services, applicants will be expected to supply several (up to 3) quotes.

All grants awarded will be subject to a requirement to report back to Ivers Parish Council as to the work delivered and/or community benefit.

Assessment Procedure

At the Parish Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will only be for grant requests that have been received by the Parish Council in accordance with the application procedure.

The budget is allocated on a first come first served basis and cannot be exceeded in any financial year. The availability of funds within the budget does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from The Ivers Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements.

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Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to The Ivers Parish Council.

| | |
|---|--|
| Name of Organisation | |
| Position within organisation | |
| Contact Details Address Telephone Email | |
| Date of application | |
| Is your organisation a registered charity or registered with HMRC as a charitable organisation? | |
| If yes, charity number/reference | |
| Title of Project for which grant is required | |
| Total Cost | |
| Have any funds been requested from other sources? If so which? | |
| Success/failure of application, and amount requested | |
| Amount of grant requested from The Ivers Parish Council. | |
| Start date | |

| | |
|---|--------|
| Briefly describe the project / purpose for which you require a grant. | |
| | |
| How will the project or activities benefit the residents of The Ivers? Please include estimates of the number of Iver residents that will receive a direct benefit from the project or activities. | |
| | |
| Please provide a breakdown of the costs of your project. | |
| | |
| I attach a copy of our annual accounts | Yes/No |
| This organisation has a constitution/set of aims and objectives which can be viewed if required | Yes/No |
| If membership of your organisation is restricted, please provide details. | |
| | |

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge. I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that The Ivers Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: _____

Signature: _____

Date: _____

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
The Ivers Parish Council
High Street
SL0 9ND

Telephone: 01753 655331

Email: enquiries@iverparishcouncil.gov.uk