



UPPER ARLEY PARISH COUNCIL GRANT AWARDING POLICY

Introduction to Policy

The Council awards grants at its discretion to Parish organisations which can demonstrate support to the Parish by

- Providing a service
- Enhancing the quality of life
- Improving recreation and/or sports activities
- Improving the environment and/or Parish amenities
- Promoting the Parish of Upper Arley

The Parish Council will normally only give grants where there is a clear need for financial support for specific projects which provide a definite ascertainable outcome. However, there are occasions when Parish Organisations are in need of additional funding to ensure their financial stability (for example at start up), or insufficient funds have been raised to meet commitments essential to the Organisation's ongoing operation. The Council will consider grants given to cover such shortfalls but only in situations where such short-term support will demonstrably result in long term viability.

Grant Application Process

1. A completed application form (available from Clerk or Parish Council website) will be submitted to the Clerk. All questions on the application form should be fully completed and additional appropriate information, which supports the application, should be provided.
2. In addition to the application form, organisations will be required to provide the following supporting information:
 - a) a copy of their written constitution if appropriate
 - b) a copy of previous years accounts or for new initiatives, a detailed budget and business plan if appropriate
 - c) full details of the project or activity
 - d) demonstration that the grant will be of benefit to the local community within the Parish
 - e) the proportion or number of beneficiaries living in the electoral area
 - f) demonstration of a clear need for funding
 - g) details of any contribution from own funds/other sources of funding applied for

3. Applications will be decided at a meeting of the Parish Council and the applicants will be notified of the Council's decision.

Conditions of Funding

1. The organisation must be either non-profit making or charitable. Applications will not be considered from private organisations operating as a business to make a profit or surplus.
2. Grants will not be made to projects that discriminate on any grounds
3. Grants will not be made to individuals
4. Grants will not be made retrospectively
5. Applications will not normally be considered from national organisations or local groups with access to funds from national or parent organisations (unless funds are not available from their national bodies), or the funds are inadequate for a specific project
6. An organisation should have a bank account with at least two representatives authorised to sign a cheque or make payment electronically
7. The administration and accountability for any grant given shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council if requested
8. Only one grant application from each organisation will normally be considered in one financial year
9. Ongoing commitments to the award of grants will not be made. A new application will need to be made each year and will be considered with all other applications.
10. Each application will be assessed on its own merits.
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 not in keeping with the Council's objectives.
12. Any grant must only be used for the purpose it was awarded unless written approval of the Council has been obtained for a change in the use of the grant monies and any unspent monies must be returned to the Council.