

**Grants Policy**

**Grants for Local Charities, Voluntary Organisations, and other Not-for-profit Organisations.**

# Policy and Procedures

The Parish Council recognises:

* the importance of supporting groups, charities and voluntary and non-profit making organisations (hereafter referred to as “organisations”) that benefit the people living and working within the area covered by Aldingbourne Parish Council.
* that making grants available is a valuable means of support to these organisations.
* that it has limited resources for this purpose and, so, wishes to use them effectively.

The aim of producing this document is to ensure that Aldingbourne Parish Council has an open, consistent, and transparent approach to awarding grants.

Thus, the Parish Council will only make grants that satisfy the following conditions:

* the aims and objectives of the organisation or the organisation’s project are for the benefit of the people/residents of Aldingbourne, but not necessarily exclusively.
* the organisation must demonstrate that the grant will be used primarily for the benefit of the people/residents of Aldingbourne.
* the grant is not for purposes which are funded by government bodies or District/County Councils.
* the purpose of the grant is not to fund an individual, his/her family, or household.
* grants are not to be used towards the relief of costs or expenses arising from, or relating to, credit or debts.
* the organisation is not
  + - profit making.
    - privately owned.
    - political or quasi-political in its aims and objectives.
* grants must be used by the original applicant and must not be transferred to, or used by, any other organisation or person(s).

The Parish Council will only consider one successful application from an organisation each financial year and will not consider grant funding on a retrospective basis.

Once the grant has been spent, organisations will be required to provide the Parish Clerk with receipt(s) demonstrating the expenditure of the grant within three calendar months of such spend.

Grant applications must be made on the Aldingbourne Parish Council application form (available from the Council’s website or the Parish Clerk) and sent by post to our registered address, C/O Aldingbourne Community Sports Centre, Olivers Meadow, Westergate PO20 3YA or e-mail to the Parish Clerk [clerk@aldingbourne-pc.gov.uk](mailto:clerk@aldingbourne-pc.gov.uk) and must include the following information:-

a) the amount of the grant

b) the purpose of the grant

c) how the purpose will benefit the people/residents of Aldingbourne

d) statement of accounts or audited accounts for the previous year (if available)

e) the Charity number (for registered charities) or a signed declaration

that the applicant organisation is non-profit making (for all other organisations)

f) a contact name, address, and telephone number of a nominated person within the applicant organisation.

Grants will be paid by bank transfer to the applicant organisation only.

Aldingbourne Parish Council has set a budget for 2022/2023 to be used for grant funding to local organisations.

If you are thinking of applying for a grant, you will need to complete the application form, attach the relevant documents, and take note of the following points.

If you have any queries whilst completing the application, please contact the Parish Clerk by e-mail.

1. Each application will be assessed on its own merits/needs and will be considered along with other applications at a meeting of a panel appointed by the Finance Committee. The panel will put forward recommendations to the committee who have the delegated authority to award grants within the budget.
2. All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish, taking account of the protected discrimination characteristics listed within the Equalities Act 2010.
3. There is no automatic right to be awarded a grant. Grants will be recommended by the Finance Committee to the Full Council. All organisations will be required to complete the grant application form and submit the relevant supporting documentation, for the previous financial year.
4. Applications will be accepted between November – January, and considered by the Finance Committee in February, final decision will take place at the Full Council meeting in March. Applications received outside these periods may not be considered.
5. Parish Community Projects applications must demonstrate that the project is of benefit to the Parish and has the support of the local community.
6. Any grant awarded must be spent within any time scales given. Any monies not spent within the time scale must be returned to the Parish Council.
7. Individual grants will not be awarded unless the applicant lives in the Parish and/or is affiliated to a group or community organisation linked to the Parish Aldingbourne. Any request must be accompanied by a verifying letter, on headed paper, from that organisation supporting the individual’s application. This type of grant can only be considered if the Parish Council has adopted the General Power of Competence – **this type of grant is not available for the 2022/2023 financial year.**
8. Applications will be considered from religious groups where a clear benefit to the wider local community can be demonstrated irrespective of their religious beliefs. Grants for the upkeep, maintenance or improvement of religious facilities will not be awarded.
9. Legislation (Local Government Act 1986 s2) does not allow grants to be awarded to political organisations.
10. The committee may make the award of any grant subject to additional conditions and requirements, as it considers appropriate.
11. The Finance Committee may expect to see evidence of other methods of fundraising, especially match funding.
12. The Parish Council can offer letters of support for large projects that require other sources of funding.
13. Applicants must not change the use of their grant award without the written permission of the committee.
14. Applicants must refer to the support of the Parish Council in any publicity they release and agree to the Parish Council publicising details of any grants awarded.
15. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offer.
16. Persons signing the application form are required to make a personal guarantee that, should any grant offered not be used in accordance with the application, they will repay the outstanding amount to the Parish Council on demand.

Grants may be split into the following groups and the maximum amount that can be awarded is:

• Community events - £1,000

• Community Groups/Local Societies/Charities and Organisations - £1,000

• Community projects - £1,500

Policy adopted on 3 May 2022

Council Meeting Full Council Meeting

Review date May 2023