



GRANT AWARDING POLICY

Introduction

A grant is any payment made by Kempsey Parish Council (the Council) to be used by an organisation for a specific purpose that will benefit the residents of the Parish of Kempsey (the Community), where that organisation is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations operating in the Community who can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Kempsey in a positive way

File name	Changes to file	Adopted by Council
Grant Awarding Policy_1.0	Original document	05/02/2019
Grant Awarding Policy_2.0	Significant revisions made	02/09/2019
Grant Awarding Policy_3.0	Minor revisions	21/11/2022

Changes to this Policy

This Grant Awarding Policy is reviewed every two years. Any updates will be placed on our website www.kempleyparishcouncil.org.

Contact Details

Please contact the Clerk if you have any questions about this policy:

Mr Tim Dain

Clerk to Kempsey Parish Council

Email: clerk@kempleyparishcouncil.org

1. Grant Application Process

- 1.1. The clerk to the Council will receive all applications in the first instance. A designated councillor will then collate all the necessary information from the applicant ready for presentation and discussion at an appropriate Council meeting.
- 1.2. Applicants will be required to complete the application form at the end of this policy. All questions on the application form should be fully answered and additional appropriate information, which supports the application, should be provided.
- 1.3. In addition to the application form organisations will be required to provide the following supporting information:
 - 1.3.1. a copy of their written constitution or details of their aims and purpose
 - 1.3.2. full details of the project or activity
 - 1.3.3. demonstration of a clear need for the funding
 - 1.3.4. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- 1.4. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 1.5. The Council has a limited annual budget. A maximum of £250 will be earmarked for community grants in each financial year.

2. Grant Conditions

- 2.1. The Applicant must be either a non-profit or charitable organisation. Applications will not be considered:
 - 2.1.1. from organisations operated either as a business to make a profit or surplus, or
 - 2.1.2. from individuals, or
 - 2.1.3. where the Council deems the purpose of the application to be against the interests of the Community
- 2.2. Where the applicant organisation is not governed and operated by entirely voluntary trustees, directors or employees, relevant details of its constitution and payroll must be provided.
- 2.3. Grants will not be made retrospectively.
- 2.4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 2.5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 2.6. Subject to paragraph 14, the administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
- 2.7. Only one application for a grant will be considered from each organisation in any one financial year.
- 2.8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 2.9. Each application will be assessed on its own merits.
- 2.10. 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 against the objectives of the Council.

- 2.11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 2.12. The Council may make the award of a grant it considers appropriate in the event of any unforeseen urgent event.
- 2.13. Nothing contained herein shall prevent the Council from exercising at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
- 2.14. The Council will require an applicant organisation to show where relevant:
 - 2.14.1. tests for cost effectiveness / consideration of alternatives / application of value engineering
 - 2.14.2. outcomes of a feasibility study regarding the purpose of the grant
 - 2.14.3. details of appropriate benchmarks and controls to the project
 - 2.14.4. risk assessments for the project
 - 2.14.5. relevant insurances for the project including Public Liability and where relevant Professional Indemnity
 - 2.14.6. project timescale and any staging of payments.
- 2.15. Where relevant to the project the Council may require a Project Failure Insurance or Bond.
- 2.16. The Council reserves the right to require:
 - 2.16.1. monitoring and feedback it deem appropriate in the circumstances regarding the purpose of the grant, and
 - 2.16.2. such other conditions it deems appropriate in the circumstances.
- 2.17. The Council is not obliged to give reasons for approving or declining a grant application.

KEMPLEY PARISH COUNCIL

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1	Name of Organisation	
2	Name, address and status of contact	
3	Telephone number of contact	
4	Is the Organisation a Registered Charity (see also item 2 of the ocnditions)	Yes/No
5	Amount of grant requested	£
6	What will be the total cost of the project?	£
7	If the total cost of the project is more than the grant, how will the residue be financed?	
8	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	
9	Who will benefit from the project?	
10	Approximately how many of those who benefit are parishioners?	
11	Attach details re item 2.14 of the Conditions	

You may use a separate sheet of paper to submit any other information which you feel will support this application. Please submit your completed application to the Clerk to the Council.

Signed..... Date.....

Duly authorised signatory