

POLICY ON THE ASSESSMENT OF APPLICATIONS FOR GRANTS

DEFINITIONS

Council

"The Council" is Dalbury Lees Parish Council.

Grant

"A grant" is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the well-being of the local community and which is not directly controlled or administered by the Council. The Council may award grants at its discretion, or respond to applications.

GENERAL

1. The Council welcomes requests from registered charities, voluntary and not-for-profit organisations for the provision of funding support for specific, identified projects or needs. Projects or needs must be located within the Parish.
2. There is no Council budget for grants, and guidance will be given to applicants as to how much money may be available in a specific financial year. It is unlikely that the amount for any individual award would exceed £500.
3. Grants may be requested or awarded at any time but the norm is for applications to be made by the end of September for consideration in November of each year.

CONDITIONS OF FUNDING

1. The Applicant organisation/project must be properly constituted, structured and administered in relation to its financial management and controls.
2. Applications will not be considered in the case of:
 - Organisations intending to support or oppose any particular political party or intending to discriminate on any grounds.
 - Private organisations operated as a business to make a profit or surplus.
 - Organisations or groups with access to their own funds unless those funds are inadequate for a specified project, in which case the applicant must show evidence of effort made to raise their own funding requirements.
 - Individuals, or for the benefit of individuals.
 - Expenditure that has already been incurred.
3. Applications must demonstrate how a grant will be of benefit to the Parish, or how residents will lose or have significantly diminished a facility if the grant is not awarded.
4. The applicant will be required to produce the most recent set of audited accounts or annual income and expenditure information or, in the case of a newly formed organisation, a detailed budget and business plan.
5. The applicant must provide any additional information or clarification requested by the Council.
6. Ongoing commitments to award grants in future years will not be made.
7. Each application will be assessed on its own merit and will be considered along with other applications at a meeting of the Council. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

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8. Due account will be taken of the extent to which funding has been sought or secured from other sources or the organisation's own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council. However, support from other sources does not preclude the Council from awarding a grant.
9. The applicant must only use a grant 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. Any unspent portion of the grant must be returned to the Council by the end of the financial year following the year in which it was awarded.
10. The Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and to inspect the outcome of the expenditure.

J Blake

23.6.2014.
