

# **EAST TUDDENHAM PARISH COUNCIL**

## **Grant Awarding Policy**

From time to time the Parish Council may receive a request for grant funding. The Parish Council wishes to support activities and causes which benefit the parish of East Tuddenham and to the immediate surrounding areas. A grant is any payment made by the Parish Council to a third party body for the specific purposes for which it is claimed and for the well-being of the community. Priority is given to local organisations when considering grant funding.

The Parish Council may, as it wishes, budget for Section 137 donations for the purpose of expenditure where they have no other statutory power of expenditure. This is at the discretion of the Parish Council.

The Parish Council may determine to budget for specific annual grants to local organisations; may set aside a budget from which organisations can apply; or may set no budget, but will consider any grant application made. In all of these cases, the Parish Council will consider the grant application at the next Parish Council meeting. In all cases, applications must be submitted to the Parish Clerk no less than 10 working days prior to the Parish Council meeting, otherwise will be held over to the next meeting. Applications are accepted at any time of the year.

### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of East Tuddenham. The following criteria must be met for a group to be considered for a grant.

- The group must be a charity, voluntary or community organisation;
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of East Tuddenham;
- The group should preferably be formally constituted and have a management committee made up of volunteers.

Individuals, businesses or political parties are not eligible for funding.

### **Conditions**

- Multiple applications within a 12 month period will not normally be considered.
- The money must be spent for the purpose stated within the original application.
- The recipient will confirm to the Parish Council once the project has been completed. Any unspent money will be returned to East Tuddenham Parish Council.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that monies have been spent accordingly.
- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. This may include copies of quotations or estimates. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- Grants cannot be awarded after the relevant project or event has been completed.
- The recipient must carry out all work (or appoint contractors to carry out all work) using satisfactory equipment, personal protective equipment and risk assessments. The recipient must satisfy themselves that all necessary insurances are in place.
- East Tuddenham Parish Council takes no responsibility or liability for work undertaken relating to this grant. The recipient agrees to fully indemnify the Council in relation to the activity undertaken.

- An acknowledgement on receipt of the grant cheque is required.

### **Application Process**

Applications should be made in writing to the Parish Clerk and should detail:

- The amount being requested;
- The purpose of the grant;
- The benefit to the residents of East Tuddenham and the immediate surrounding community;
- The timescales for completion of the project / expenditure of funds;
- Any other grants received for the same project / purpose.

Applicants should enclose a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application.

### **Decision Making Process**

Applications must be submitted to the Parish Clerk no less than 10 working days prior to the Parish Council meeting. The Clerk will check the application to ensure that sufficient information had been received, and that it is eligible under the Council's Grant Awarding Policy.

The applicant will be informed of the date, time and venue of the meeting that the application will be heard, and will be invited to attend to speak to the application.

The Council will make their decision on the application, which will be final. The applicant will be informed of the decision within two weeks of the meeting.

Where possible, funds will be released immediately after the meeting unless further information is required or delayed release is requested. Payment will be made by cheque, and will only be made to the properly constituted body making the application, and not to any individual or private business. Any offer of funding with delayed release of funds will remain valid for 6 months, after which time the applicant will need to reapply for funding.

Applicants will be expected to complete their project and use their funds within 12 months of receipt. A statement of account will be required for each project, together with a short summary of how the community has benefited from the project and funding. Any unused funds must be returned to the Parish Council on completion of the project, or on the expiry of the 12 months of receipt of funds.

In exceptional circumstances, the Parish Council may waive the 6 month delayed release, or the 12 months use of funds. The recipient is responsible for requesting this waiver and should allow six weeks from the expiry of the relevant element to make their application. In circumstances where it is known at the time of application that these times will not be long enough, the applicant can ask for an extension at the time of application, which will be considered alongside the application itself.

### **Promotion**

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council's funding in the organisation's newsletter, or in any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

**Adopted September 2022**

**Review due September 2025**