

Purley on Thames Parish Council

Grant Awarding Policy and Procedure

Introduction to Policy

Purley on Thames Parish Council wishes to support activities and causes which benefit the Parish of Purley on Thames or the residents and community life of the Parish. A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose.

Objective

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Improving the health and well-being of residents.
- Helping to over-come social isolation in the Parish.
- Improving the environment of Purley on Thames and/or increasing opportunity for residents to access it.
- Promoting the Parish of Purley on Thames in a positive way.
- Building a strong community within Purley on Thames.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a local charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit residents of Purley on Thames Parish
- A group does not have to be formally constituted but does need to be made up of volunteers
- A National Body must make a specific case for its work in Purley on Thames.

Individuals, businesses, religious groups or political parties are **not** normally eligible for grant funding. This list is not exclusive and may be added to at the council's discretion.

Conditions

It is unlikely that more than one application for a grant from one organisation will be considered in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This grant will be at the discretion of the council.

The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Clerk to the Parish Council, will require verification that the monies have been spent accordingly with evidence of receipts required.

Each grant must be spent within 6 months of receipt.

Application Procedure

Organisations applying for a Grant Award must complete the following procedure:

- Complete an application form enclosing evidence of bank accounts and statements (for both current and savings accounts) for the group making the application. On larger applications the council may require further information and approved accounts.
- Applications are accepted from 1st October to 31st December each year; the decisions of the Grant Award Working Group will need to refer to the Full Council for authorisation.
- Each application will be assessed on its own merits however to ensure as fair a distribution as possible of available funds, the Parish Council may consider previous awards and demographic distribution within the village.
- The Parish Council reserve the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.
- A grant award must only be used for the purpose stated on the application – if the organisation is unable to use the money – or part of it – for the purpose stated they should return the money or make a request in writing to keep the remainder for another, specific, purpose.
- The Parish Council will request proof of expenditure.
- Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

Promotion

The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter, press release or on relevant social media pages. The Parish Council will also recognise successful groups in its own reports or media releases.

Nothing contained herein shall prevent the Parish 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.

Grant Application Form

Please complete this form and attach the relevant information and send it to: **Clerk to the Council, Purley on Thames Parish Council, Parish Office, Goosecroft Recreation Ground, Purley on Thames, RG8 8BH** or email to clerk@purleyonthames-pc.gov.uk

Name of Organisation and Address
Contact Person:
Position in Organisation:
Telephone:
Email:

Postal address (if different from organisation address)
Is your organisation a registered charity? Yes/No If yes, please state your charity number
Project for which the grant is required and what the money, if awarded, will be spent on specifically
Total amount of grant requested from the Parish Council :
Please provide a breakdown of your project budget: <i>Itemised budget items may enable the Council to fund part of your funding request.</i>

Who will benefit from the money, if requested? Are there any restrictions on who can use or access the service/project?
Have any funds been requested from other sources? Which organisation?
When do you intend the project to be completed?

Please provide the following:

- A copy of your organisation’s agreed written constitution or Memorandum of Association or a website address where it can be viewed. Please state below your reason if your organisation does not have a written constitution or Memorandum of Association

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- A copy of your organisation’s latest set of independently approved accounts or explain why you do not have a them.

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- Equal Opportunities

Please tick this box to confirm that your organisation agrees with the Parish Council’s statement of its general duty and that your organisation’s beliefs are in line with this statement and that the purpose of this grant is in line with the statement.

Purley on Thames Parish Council has a responsibility to comply with the obligations of the model code of conduct:

- *Respect of Others,*
- *Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability).*
- *To protect the impartial decision making of members by the disclosure of personal interests and prejudicial interests and abiding by the code of conduct ‘**The Local Authorities (Model Code of Conduct) Order 2007**’.*

Name: _____

Date: _____

Signature: _____