

Ermington Parish Council

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit parishioners, and which is not directly controlled or administered by the Parish Council.

The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants.

Policy

The Parish Council may award a grant, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit parishioners, for example by; providing a service, enhancing the quality of life, improving the environment, and, or, promoting the Parish of Ermington in a positive way.

The Parish Council will NOT award grants to:-

Commercial organisations, private individuals, political parties, or religious organisations (unless for a purpose which does not discriminate on grounds of belief), or those operating overseas. N.B. This list is not an exclusive list and may be added to at the council's discretion.

Awarding a grant award does not imply any ongoing commitments to award grants in future.

The Council will not normally expect to fully fund a project.

The Council require due recognition and advertisement for any grant awarded.

Grants will not be made for money already spent.

Application Procedure

All Grant requests must be on the attached form with the required supporting documents, other information may be included with the completed application form if it helps describe the purpose of the Grant request.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to regular 'report back 'to Ermington Parish Council as to progress and/or community benefit.

Assessment Procedure

Each application will be assessed on its own merits.

Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.

The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

Nothing contained in this policy shall prevent the Parish Council from exercising, at any time, its duties or powers in respect of providing financial assistance or grants to organisations under the provisions of the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council.

The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Ermington Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, the Parish Council requires that it be appropriately insured and maintained at the expense of the user.

Date adopted: 11 June 2021

Ermington Parish Council Minute Reference = 038/2021 Reviewed annually in November

Ermington Parish Council Grant Application Form

Please read and make sure you understand the Ermington Parish Council Grant Application Policy before completing the application.

Answer all questions giving as much information as possible (add additional sheets of paper if necessary).

Section 1, Contact Information

Group name

Group address

First contact name

Position in group

Second contact name

Position in group

Contact address

Contact email

Contact telephone number/s

Section 2, Tell us about your group

Please can you give us a description of your group?

Please can you tell us about activities or events your group has organised in the last 12 months?

What activities or events have you planned for the next 12 months?

Can you give a specific example of how your group has benefitted Ermington parishioners?

What year was the group set up?

Are you a registered charity?

If yes, please provide the registered number

Does your group have a constitution or a set of rules? (Please enclose a copy of your group's rules or constitution)

Can anyone join your group? If not, why not?
Where is your group based? Who owns the building?

Section 3, Tell us about the activity / event you wish the Parish Council to support

Please explain what the grant will be used for.

When will the event or project take place? Please be aware that grants cannot be awarded retrospectively

How will your project benefit our parishioners? Your answer will be used to help Councillors make a decision on your application so please ensure you write as much as you can.

If this is a new project and you want it to carry on in the future, how will you make sure it continues after the funding from this application has been used?

Section 4, Costs

How much are you applying for?

Please tell us what you would buy with the grant money if your application was successful?

A minimum of three independent quotes are required to support each item you want to buy.

Is the total cost of the project greater than the amount applied for?
If yes, please tell us how you plan to raise the rest of the money.

Please let us know if you have applied for any other funding to make up the difference.

Have you received any grants / donations from us in the last three years?
If yes, please state the date and amount.

Section 5, Your Bank / Building Society Account

Name of your account (your group's title)

Name of bank / Building society

Account Number

Sort Code

Please provide a copy of the group's latest bank statement, clearly showing the name of the group

Does your bank statement show more than the amount you are applying for?

If yes, please can you give a breakdown of how these funds will be used?

This will help us understand why the grant will benefit your group and the community.

Section 6 Declarations

To the best of your knowledge, is a member of your group, or their close relation, an Ermington Parish Councillor, or employee?

If so, please let us know who that is, and what the relationship is.

Data Protection Statement

We need the information we ask for on this form in order to assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with Councillors and employees. This information may be used for publicity purposes if the grant is awarded.

Signatures authorising this application from your group (two people must sign this form)

We have read and understood the terms and criteria of Ermington Parish Council Grants.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application they must be returned to Ermington Parish Council.

We will keep full records of all receipts relating to expenditure and will provide these to Ermington Parish Council within six weeks of completing the work outlined in this application form. If the group is dissolved and equipment has been purchased with this grant, any such equipment remaining will be distributed at the discretion of Ermington Parish Council.

Signature 1

Name (please print)

Position in group

Date

Signature 2

Name (please print)

Position in group

Date

Section 7 and finally.....

Application Checklist

Have you answered all the questions?

Have you enclosed a constitution or set of rules?

Have you enclosed quotes for each item?

Have you enclosed a copy of your latest bank statement?

Has the document been signed by two members of the group?

Please ensure you have included these with your application as it cannot be progressed without.