

Grant Awarding Policy

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:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment and promoting the Parish of Boxley in a positive way.

The Parish Council budgets an amount in January for Grants. Once the Grants budget is used, the Parish Council will only consider emergency requests for assistance and generally only from organisations with whom it has close links..

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution,
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief. This list is not exclusive and may be added to at the council's discretion.

1. Eligibility

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 Boxley.
- The group must be formally constituted and have a management committee made up of volunteers.
- Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work.
- Whilst Boxley Parish Council would not normally consider applications for Capital Projects, any such application will require a more substantial case with supporting evidence of the community benefit. For these grants, the council will expect to see evidence of fund-raising or other third party funding.

2. Assessment Criteria

Each application will be assessed on its own merits and will be considered along with other applications at the meeting. In particular the Council will consider:

- If the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners.
- How well the grant will provide benefit to Parishioners.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised in addition to the grant? It is unlikely that the Council will give a 100% grant to any proposal.

- The amount and frequency of previous grants.
- The Parish Council will not fund activities that are outside its legal powers and functions.
- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.
- Grants will not be made retrospectively.

3. Applicants will need to provide:

- A Completed Application Form.
- supporting information (where requested).
- Copies of their last year end accounts.
- a description of what the funds will be spent on and when.
- evidence of an attempt to identify best value for the grant (e.g. 3 quotations for grants over £3,000). The Parish Council reserves the right to ask for proof of the quotations process.
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy or give details of their own policy.
- 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.
- Details of any restrictions placed on who can use/access their services.

4. Conditions.

- Multiple applications within a 12 month period will not normally be considered, although the only real limit is remaining funds.
- 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 the monies have been spent accordingly.
- Should the Parish Council request proper evidence, actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant cheque is required.
- The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- The Parish Council reserves 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 any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council.
- Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Boxley Parish Council.
- Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

5. Process

The grant application (using the attached form) should be sent to the Parish Clerk for inclusion in the next meeting agenda.

Grant applications will be considered during the meeting using the information provided and the "Assessment Criteria" section for guidance.

If an application is approved:

- the Council will issue a cheque for the sum agreed which may not be the whole amount requested.
- Clerk will record the transaction in the Council finances.
- the Clerk will write to the applicant enclosing the cheque.
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly.
- the Clerk will minute the action for the record.

6. Award Conditions

- Grant recipients must report (verbally or in writing) how the grant was used, if requested by Council.
- Grants are not awarded to individuals.
- The award must be used for the purpose for which the application was made.
- Organisations must return the award to the Council if it cannot be used for the stated purpose.
- All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

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.