

# **Grants Policy**

## **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 the Parish, or residents of the Parish, 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 the direct benefit to the area or its inhabitants, or 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 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
- promoting Holford Parish in a positive way.

The Parish Council will NOT award grants to:

- commercial organisations
- purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- local groups where fund-raising is sent to a central HQ for redistribution.
- political parties
- religious organisations (unless for a person which does not discriminate on the grounds of belief).

This list is not exclusive and may be added to at the council’s discretion.

The Parish Council will consider grant payments to individuals as long as there is a clear benefit to Holford Parish.

***Grants will not be made retrospectively. Grant funds are required to be used within 365 days of the award being paid.***

## **Application procedure**

Completed application forms (see appendix 1) can be emailed or posted to the Parish Clerk, or submitted in person at a Parish Council meeting.

All grants awarded will be subject to a regular report back to Holford Parish Council as to the progress/community benefit.

## **Assessment Procedure**

# HOLFORD PARISH COUNCIL

Any grant request received in writing up to the Monday the week before a parish council meeting will be decided upon at that meeting. If a grant is requested in person or received after the Monday before a meeting, a decision will not be made until the following Parish Council meeting (Parish Council meetings are bi-monthly).

This ensures the grant request is publicised on the agenda for that meeting.

Each application will be assessed on its own merits.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it sees fit.

The Parish Council reserves the right to refuse any grant application which it deems to be inappropriate, or against the objectives/best interests of the Parish.

Nothing contained herein shall prevent the Parish Council from exercising its existing duty or power in response of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

## **Successful Applications**

A grant awarded must be used for the purposes stated during the application process. If the organisation is unable to use any or part of the grant, then all monies, or unexpended part of such monies, must be returned to the Parish Council.

The Parish Council may request proof of expenditure. Failure to provide proof on request may lead to the Parish Council recovering grant monies.

For capital purchases the Parish Council reserves the right to buy and supply the goods rather than providing a cash payment.

Where a grant is used to buy equipment, the Parish Council requires that it be insured and maintained at the expense of the user.

**Organisations receiving grants are required to advise their users/members that the grant has been received from Holford Parish Council.**

## **Appendix 1 – Grant Application Form**

**Name:**

**Address:**

**Contact Telephone No.:**

**Email Address:**

**Sum requested:**

**Funds provided by yourselves (if any):**

**Purpose of Grant – please provide reason for request and explain the benefit to Kilve Parish:**

Please email or send the completed application form to:

Karen Scott, Clerk to Holford Parish Council. Jays Cottage, Kilve TA5 1EA – email [clerk@holford-pc.gov.uk](mailto:clerk@holford-pc.gov.uk)