



OLD CLEEVE PARISH COUNCIL

GRANTS POLICY

Dates Reviewed and Adopted:

Reviewed and adopted – 9 December 2024

1. INTRODUCTION

- 1.1 Each year, Old Cleeve Parish Council (the Council) offers a limited number of grants. A grant is any payment made by the Council to be used by a group for a specific purpose that will benefit the parish, or residents of the Parish, and which is not directly controlled or administered by the Council.
- 1.2 The monies granted by the Council are part of the annual precept the Council collects from the electorate and are available for distribution from 1 April each year.
- 1.3 The purpose of this policy is to ensure that the Council has an open, consistent, and easily understood approach to the awarding of these grants.

2. GRANT APPLICATION PROCESS

- 2.1 An application for a grant or donation may be made at any time throughout the year, funds permitting. Other than in exceptional circumstances, only one application for a grant will be considered from each group in any one financial year.
- 2.2 Applications must be made using the Council's Grant application form, available on its website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided. Incomplete applications will not be considered and will be returned.
- 2.3 Unless impracticable to do so, applicants will be required to provide the following supporting information
 - a copy of their written constitution or details of their aims and purpose/rules
 - a detailed budget and business plan for the project or activity for which funding is requested;
 - demonstrable evidence that the grant will be of benefit to the local community within Old Cleeve parish;
 - demonstration of a clear need for the funding;
 - a copy of the most recent accounts, checked and signed by a person independent of the group;
 - a copy of a recent bank statement for an account operated by a minimum of at least two joint signatories;
 - where applicable, evidence that the applicant is making reasonable and realistic efforts to become self-supporting (or in the case of a "starter grant has proposals to become self-supporting).
- 2.4 All applications will be considered by the Finance Committee in the first instance. The Committee will make a recommendation to the Council on the merits of the application, but the Council will make the decision on which grants to award. The Council reserves the right to refuse any grant application, or to limit grants in line with budget requirements and/or expenditure it may be required to make.
- 2.5 All applicants will be contacted following the Council's decision.

3. CONDITIONS OF FUNDING

- 3.1 Applicants must be either non-profit or charitable groups. Applications will not generally be considered from
- groups operated as a business to make a profit or surplus; or
 - national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, or where the applicant is a local group, whose total fund raising is sent to their central headquarters for redistribution, unless the group provides evidence that it is required to function substantially as an independent financial unit.
- 3.2 In general, grants will not be made:
- to individuals; or
 - retrospectively for expenditure which has already been incurred; or
 - where the service is normally provided directly by a principal Council, Health Authority or Central Government (including activities at schools which are covered by the national curriculum); or
 - where the funds are to be used on publicity for a public or voluntary body, unless the expenditure is incidental to the main purpose for which the Council is giving financial assistance; or
 - the funds are to be used for the promotion of political or religious beliefs or for illegal activities; or
 - the applicant has, in the sole opinion of the Council, significant unallocated reserves.
- 3.3 The administration of, and accounting for, any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
- 3.4 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
- 3.5 In the case of a successful application, the grant monies should normally be spent during the financial year (1 April to 31 March) in which the Council approves the application and should not be added, wholly or partly, to rolling reserves.
- 3.6 Where a grant is given towards the purchase of equipment the grant will only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Parish Clerk.
- 3.7 Successful applicants will be required to report back as required to the Council on their activities and acknowledge the Council's support in annual reports.