

# Hexhamshire 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 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 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 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 to parishioners
- enhancing quality of life
- improving the environment, and promoting the Parish of Hexhamshire in a positive way.

### **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.

Only one application for a grant will be considered from any organisation 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.

Grants will not be made retrospectively.

## Application Procedure

Organisations requesting financial assistance are required to submit by 31 December, at the latest, in the year of their funding requirement

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the Hexhamshire Parish Area &/or beneficiaries of the service provided who are residents of Hexhamshire
- Details of any restrictions placed on who can use/access their services
- Organisations will normally be expected to have clear written aims and objectives, and a separate bank account controlled by more than one signatory.

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

## Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. A decision upon an award will be made by the Parish Council at the appropriate meeting in March of each year.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council. 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 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.

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.

## 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.

To ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

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.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Hexhamshire 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 insured and maintained at the expense of the user.

## Hexhamshire Parish Council Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk  
Hexhamshire Parish Council  
Leafields  
Ordley  
HexhamNE46 1SX

Or email to [gaynor.scandle@yahoo.co.uk](mailto:gaynor.scandle@yahoo.co.uk); [hexhamshirepc@gmail.com](mailto:hexhamshirepc@gmail.com)

Name of Organisation	
Contact Details Postal address, telephone, email	
Contact name and position within Organisation	
Is your organisation a registered charity? If yes, give charity number	
Project or service for which grant is requested?	
Benefits to residents of the parish of Hexhamshire	
Total Cost of project or service	
Is funding raised from other sources? If so, please give brief details	
Amount of grant requested from Hexhamshire Parish Council.	

Applications to be received by December 31<sup>st</sup> each year for consideration by the Parish Council.  
Awards will be made by the end of the following March