



# EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

## East Donyland Parish Council Grant Awarding Policy

### Introduction

A grant is any payment by the council to be used by an individual or organisation for a specific purpose that will benefit the parish, or resident of the parish, and which is not directly controlled or administered by the council. Section 137 of the Local Government Act requires that such grants must be 'in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it' and "the direct benefit should be commensurate with expenditure."

### Policy

One of the parish council's stated objectives is 'to enable, support and encourage other local organisations and agencies to provide services'. To achieve this, the council awards grants at its discretion to parish groups / organisations which can demonstrate a clear need for financial support for:

- Providing a service that meets the needs of residents
- Enhancing the quality of life within the parish and/or promoting healthy living
- Encouraging and promoting social and community values in the village
- Promoting Rowhedge in a positive way

The Parish Council will not award grants to:

- Commercial organisations
- Groups where fund-raising is sent to a central HQ outside of the parish for redistribution
- Regional or national organisations, unless they are for a specific project in the Rowhedge area.
- Political parties
- Religious organisations; unless for a purpose which does not discriminate on grounds of belief

### Conditions

- Only one application for a grant will be considered from any organisation in any one financial year.
- Only a single item is allowed to be considered, unless for an event. A list of items will not be considered.
- Grants will not be made retrospectively.
- The award must be used for the purpose for which the application was made. If the group is unable to use the award for the stated purpose, all monies must be returned to EDPC
- An organisation should have a bank account in its own name with two authorised signatories.
- 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 on request.



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## Examples of activities / purposes for which grants may be sought:

- Purchasing equipment either in part or in full
- Funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes
- For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator
- For activities that raise the profile of the area
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities

## Grant Application Process

- All applications should be made to the Clerk in the first instance by completing an application form (available from the parish council office). The Clerk will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate council meeting.
- All questions on the application form should be fully answered and additional appropriate information should be provided as requested. Required supporting documentation must include:
  - » A copy of the organisation's written constitution or details of their aims and purpose
  - » A copy of the previous year's accounts
  - » A copy of the organisation's latest bank statement
- Applicants will be invited to attend the relevant council meeting to speak in support of their application, and answer any questions prior to the grant being determined by the council.
- The council will make the decision on which grants to award. All applicants will be contacted in writing by the Clerk following the council's decision.
- Funds available are limited (set out in the annual budget which is published online) and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.