

Goudhurst Parish Council



STANDING ORDERS GRANT AWARDING POLICY

Reviewed and Approved by Council 14 November 2022, Minute 245/22

To be reviewed November 2024

Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Goudhurst in a positive way.

Certain legal powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Parish. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972. Any grant made under this power 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.”

Grant Application Process

1. Any application for a grant should be made to the Clerk in the first instance. Application forms are available on the Parish Council’s website or by contacting the Clerk. Applications will be considered by Council at the appropriate Council meeting.
2. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the Parish,
 - demonstration of a clear need for the funding,

- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. Completed applications and any supporting documents should be emailed to the Clerk at Clerk@goudhurst-pc.gov.uk.
 5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
 6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised signatories.
6. 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.
7. Any organisation receiving a grant exceeding £2,000 is required, under the Local Government Act 1972, s 137A, to provide the council with a statement detailing how the money was spent within a year of the award.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that

any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
14. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

Assessment of Applications

1. The following criteria will be used to assess any grant application:
 - How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
 - Whether the costs are appropriate and realistic.
 - What level of contributions has been, or will be, raised locally. The Council will consider applications for match funding.
 - Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source or has sufficient funds in its accounts.
 - The viability of the project.