

Thelbridge Parish Council

Grant Award Policy

1. Introduction

- a) 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, and which is not directly controlled or administered by the Council.
- b) Thelbridge Parish Council has a small budget for the award of grants. The Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit **some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred**. This means that grants cannot be given to individuals.
- c) Grants are considered at the next available Parish Council meeting after receipt of a grant request. Grants must meet the Council's grant criteria which are set out below and applications must be made on the Parish Council's application form (see page 3). All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information must be returned to the Clerk of the Council.

2. Valid Purposes

Grant applications should demonstrate at least one of the following:

- a) Provision of a service
- b) Enhancing the quality of life
- c) Improving recreation and/or sports
- d) Improving the environment
- e) Promoting the Parish of Thelbridge in a positive way

3. Terms and Conditions

- a) The amount of the award will be at the discretion of the Parish Council; the Council reserves the right to refuse an application if it is considered inappropriate.
- b) Other than in exceptional circumstances, only one grant award will be made to an organisation in each financial year.
- c) All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.

- d) Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Thelbridge area where the benefit will be for this area.
- e) Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project providing obvious benefit to the Thelbridge area.
- f) The benefit to the area and/or its residents must be commensurate with the expenditure.
- g) Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
- h) The Parish Council will take into account any previous grant made to an organisation or group when considering a new application
- i) No grant will be awarded to or for any commercial venture for private gain.
- j) Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
- k) All grants will be conditional upon submission, where requested, of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought. Recipients of grants for the purchase of capital equipment or a project are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised supporting documentation or invoices/receipts detailing costs of expenditure, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the grant award being spent.
- l) If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- m) The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- n) Recognition of the grant from Thelbridge Parish Council must be made in any publicity. The grant will be publicised on the Council's website.

4. Application Assessment Criteria

- a) Each application will be considered and evaluated against the following criteria:
- b) Will the grant meet the needs of the community, providing positive benefit to the residents and/or economy?
- c) Has the effective use of the grant been explained?
- d) Is the cost appropriate and realistic?
- e) What level of contributions has been, or will be, raised locally?
- f) Could sufficient funding be provided from another, perhaps more appropriate source?
- g) Is there evidence that the organisation or group is well managed and able to use the grant effectively?

Thelbridge Parish Council

GRANT APPLICATION FORM

To be completed and submitted with the supporting information as indicated in the Grant Award Policy.

Name of organisation	
Contact name	
Contact position in the organisation	
Contact address	
Contact email	
Contact telephone number	
Is the organisation a registered charity?	Yes/No delete as appropriate
Registered charity number in applicable	
Amount of grant requested	£
Detail any other grants/matched funding that would be used in relation to this application	
Purpose of the grant (use an additional sheet if necessary)	
When will the grant be spent?	
Who will benefit?	

Once complete, this form together with any supporting information should be sent to the Clerk by email to clerk@thelbridge-pc.gov.uk or by post to:

Thelbridge Cross Farm
Thelbridge
Crediton
EX17 4SH