

PANGBOURNE PARISH COUNCIL
GRANT AWARDING AND PROCEDURE 2018



Policy:

1. 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 residents of the Parish by:
 - Providing an important service to the community
 - Improving the environment of the Parish
 - Enhancing the quality of life for a significant number of residents

2. The Parish Council will **not** award grants to:
 - Private individuals
 - Commercial organisations
 - To further objectives for which there is a statutory duty on other local or central government departments or public bodies to fund, except in cases where there is a substantial level of public support for the retention of a facility or activity which the Council deems worthy of assistance.
 - Local groups where fund raising is channelled through a central organisation for redistribution
 - Political parties or party political- inspired purposes
 - Religious organisations

This list is not exhaustive and may be extended at the Council's discretion.

3. Potential applicants should also note that:
 - Only one application for a grant will be considered from any organisation in any one financial year.
 - The Council will not commit to making an award grant in future years. A new application will be required each year, which will be decided on its merits
 - Grants will not be made retrospectively.

Application Procedure:

4. Organisations asking for financial assistance are required to submit the following by the first Thursday in April of the financial year in which they require assistance:
- A completed Application form
 - Copies of their last year-end audited accounts or, in the case of a new organisation, a suitable financial statement to prove the need for a grant.
 - Evidence of their efforts to generate income from other sources, including fund-raising on their own behalf.
 - The number or percentage of members who belong to the organisation and live within the Parish boundary. Details of any restrictions placed on who can use or access their services.
 - Organisations applying for assistance will be expected to have clear, written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.
 - All grants awarded will be subject to periodic reporting back to the Council on progress and/or any problems encountered in using the money they have been given.

Assessment Procedure:

- Initial assessment of every application after the April deadline will be done by the Council's Finance and Compliance Committee and submitted to the full Council for approval at its May meeting.
- Any grant requests received in writing after the deadline will be considered at the Council's June meeting if there are still funds available.
- Every application will be assessed on its own merits but in the interests of fairness and equity, the Council will take into

account the size and frequency of any previous awards and the geographical coverage within the Parish.

- Due account may also be taken of the extent to which funding has been sought or secured from other sources or through direct fund-raising activities.
- The Council may award any grant subject to additional conditions or requirements as it considers appropriate.
- The Council also reserves the right to refuse any grant application it considers inappropriate or contrary to its declared objectives.

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 this purpose, then all the grant or the unspent part of it must be returned to the Parish Council, together with an explanation of why the purpose has not been achieved.
- Where equipment is granted to an organisation, the Council requires that it be insured and maintained at the expense of the user.
- Where the Grant value exceeds £2,000 a written report detailing the expenditure will need to be provided to the Parish Council

January 2018