

# Payhembury Parish Council

## Grant awarding policy and procedure

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## 1. Introduction

- 1.1. Payhembury Parish Council will consider applications for small grants from voluntary groups or charitable organisations which are not-for-profit and who can demonstrate that any funding received will directly benefit the parish or residents of the parish by:
- Providing a service
  - Enhancing the quality of life
  - Improving the environment, or
  - Promoting the parish of Payhembury in a positive way.

## 2. Purpose of grant application

- 2.1. Applications will be considered for the following purposes:
- 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);
  - Training activities, or to purchase the expertise of an outside trainer/instructor/facilitator;
  - Activities that raise the profile of the parish;
  - Running costs of a viable group that is experiencing a period of hardship;
  - Hosting special events or celebrations;
  - Provision of recreational facilities or activities;
  - Small start-up grants for new groups;
  - Any other funding need for the benefit of residents.

## 3. Eligibility

- 3.1. Any charity, voluntary group or community organisation that operates within the parish and is of benefit to the local community.
- 3.2. However, the Parish Council is NOT able to award grants to:
- Individuals;
  - Commercial organisations;
  - Local groups where fundraising is sent to a central HQ for redistribution;
  - Health, education or welfare organisations whose services should be provided by a Statutory Authority.

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- Political parties;
- Religious organisations.

### 4. Conditions for awarding grants

- i. Applicants must be able to demonstrate that any funding from Payhembury Parish Council will benefit the parish or residents of the parish.
- ii. All awards must be used for the purpose for which the application was made.
- iii. If the organisation or group is unable to use the award, or any part of it, for the stated purpose, then all monies, or unexpended part of such monies, must be returned to Payhembury Parish Council. The Parish Council can request proof of expenditure.
- iv. All awards must be properly accounted for and evidence of expenditure must be supplied on request. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
- v. Ongoing commitments to award grants in future years will not be made; a fresh application will be required each year.
- vi. Grants will not be awarded for similar items on a regular basis.
- vii. Grants will not be made retrospectively.
- viii. Payhembury Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Parish Council.
- ix. Grants will not be awarded to regional or national organisations unless they are for a specific project in Payhembury parish.
- x. Donations to registered charities in response to a general fundraising appeal may be considered if it directly benefits the parish and/or parishioners.
- xi. For audit purposes, if awarded a grant, the organisation/group must acknowledge the Parish Council's contribution.
- xii. Where equipment is gifted to an organisation/group, or purchased using funds from a grant, Payhembury Parish Council requires it be insured and maintained at the expense of the relevant organisation/group.
- xiii. All awards of grants will be at the discretion of the Parish Council.

### 5. Application Procedure

- 5.1. Applications should be made in writing using the attached application form. Full details of the request should be included and how the funding will benefit local residents clearly set out.
- 5.2. Completed application forms should be sent to the Parish Clerk by 31<sup>st</sup> December each year, either via email to [payhemburypc@payhemburyparishcouncil.org.uk](mailto:payhemburypc@payhemburyparishcouncil.org.uk) or via post (see <http://www.payhemburyparishcouncil.org.uk/ContactUs.aspx> for postal address). The request will then be included on the agenda of the January meeting, where the Parish Council will consider all applications received and approve awards as appropriate.
- 5.3. Exceptionally the Parish Council may consider a request for a grant at other times of the year. In this case the Parish Council should be contacted for advice before a grant application is submitted.

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### Grant Application Form

Name of Organisation/Group	
Contact Details	
Position within Organisation/Group	
Contact Telephone Number	
Contact Email Address	
Is your organisation a registered charity?	
If yes, what is your charity number	
Project or reason for which grant is required	
Total Expected Cost	
Amount of grant requested from Payhembury Parish Council	
When are the funds required?	
Parish Council use only: Amount awarded.	