



MINCHINHAMPTON PARISH COUNCIL

GRANT AWARDING POLICY JULY 2024

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will directly benefit all or part of the Parish of Minchinhampton, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish 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 Minchinhampton in a positive way

Grant Application Process

1. Minchinhampton Parish Council allocates a sum of money each year to give to good causes in the Parish as a grant. This money is part of the annual precept the Parish collects from the electorate and is available for distribution from 1st April each year; guidance can be given to applicants as to how much money is likely to be available in a specific financial year.
2. All applicants will be required to complete a Grant Application Form. All questions on the form should be fully answered and additional appropriate information, which supports an application, must be provided. This includes a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
3. The Clerk to the Council will receive all applications in the first instance and will collate the necessary information ready for presentation and consideration at the next appropriate Finance Committee or full Council meeting. In accordance with the Council's Financial Regulations, any application for funding over £5,000 must be considered by full Council.
4. The Council should receive in writing to the Clerk any expression of interest for a possible grant application exceeding £1,000 by 30th November of the financial year prior to the funds being required, in order that budget provision can be considered.
5. All applicants will be contacted in writing by the Clerk following the Council's decision.

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. Cheques/bank transfers can only be paid to the organisation making the application and not to individuals.
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. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. 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 any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
11. The Council will expect to receive a written report provided by a successful applicant to show that the funds have been used for the purpose(s) specified in their application.
12. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
13. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
14. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Grant Application Forms are available on the Council's website (www.minchinghampton-pc.org.uk), via email (clerk@minchinghampton-pc.gov.uk) or as hard copy (please call 01453 731186 to request one by post or collect in person from The Trap House).

Date of policy: July 2024

Approving committee: Full Council

Date of committee meeting: 29th July 2024

Policy version reference: MPC Grant Awarding Policy 2024

Policy effective from: immediate

Date for next review: every two years