

Grant Awarding Policy

This Grant Awarding Policy was approved by Thornham Parish Council at their meeting on 9 October 2019 and Reviewed 8th May 2024

About the Scheme

A grant or subsidy is any payment made by Thornham Parish Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Thornham Parish Council. The purpose of any grant or subsidy given by Thornham Parish Council is to support initiatives in the local community and to help create opportunities for the residents of Thornham that are not, as a matter of course, funded by Thornham Parish Council.

Thornham Parish Council is funded by the local residents of Thornham and therefore has only limited funds available to assist community organisations located and working in Thornham for the benefit of Thornham residents.

Subject to funding being available Thornham Parish Council is committed to provide assistance and support to the local community grounds which are set up to promote community life for Thornham Residents. The Councils' financial support is provided by way of grants which are decided against conditions set by the Thornham Parish Council. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council Policy on Community Grants is based on the principle of promoting the development of the partnerships which encourage and enable local community organisations to deliver local projects to the residents of Thornham.

Eligibility

The Following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Thornham
- The group must be able to demonstrate that there is "need" for the funding
- The group must be formally constituted and have a management committee.

Scope of the Grant

Conditions

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Thornham. All applications must clearly demonstrate how this will be achieved.
- 2) Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the

application form are fully answered and that any appropriate additional information, which supports an application, is provided.

- 3) Grant applications cannot be made retrospectively.
- 4) The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 6) All funding given will be subject to monitoring and evaluation of the outcome of the grant.
- 7) Organisations should not make a presumption that funding will continue on a year-to-year basis.
- 8) Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application.
- 9) All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Thornham Parish Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Thornham Parish Council by the end of the financial year in which it was awarded

Although Thornham Parish Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

Thornham Parish Council reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

The size of any grant awarded is at the sole discretion of Thornham Parish Council. The maximum to be awarded is £5,000.

Thornham Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

Thornham Parish Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of Thornham Parish Council.

This is no general funding for projections – Grants will only be awarded for specific costs and funding as per the Grant Application Form.

The not for project organizations must have clearly stated aims and objectives

Activities of the organization and in particular the project being considered for funding must be readily available to the community of Thornham in general.

No award will be made where spending has taken place prior to approval.

Costs for general routine maintenance of buildings and equipment are not eligible.

Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organization or delivery of the project and are not earmarked reserves.

Applications WILL NOT be considered from:

1. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
2. Private organisations operated as a business to make a profit or surplus.
3. "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
4. National Charities
5. 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.
6. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
7. Thornham Parish Council will only grant aid to churches for parish clocks and grounds maintenance purposes.
8. Schools will only be grant aided for environmental purposes or if, in the opinion of Thornham Parish Council, their application is for the benefit of the wider community.
9. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.

Application process

Application should be made by completing the Application Form available from the Parish Clerk or on the website. For established organisation, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations evidence of a planned budget will be required.

Applications will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

The Grant Process

Applications will be considered at the end of the year by the Parish Council, so applications must be received by the Parish Clerk by the end of September. Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified following that meeting and will receive a direct payments at the same time. Note that the maximum amount of any grant is likely to be £5,000 and organisations can only apply for one grant for any one project.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.