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NUTHURST PARISH COUNCIL GRANT AWARDING POLICY

Date Adopted	Minute Number	Review Date
Nov 2018		June 2020
June 2020	051-20/21	June 2021
Sept 2021	100-21/22	Sept 2022
June 2024	413-24/25	May/June 25

Introduction

The Parish Council may make grants to local organisations for specific purposes that will benefit the Parish or residents of the Parish. Grants are largely paid out of the “precept”, a sum of money devolved to the Parish Council by Horsham District Council whose own source of finance is the local council tax paid by residents.

In common with many other Parish Councils seeking to provide residents with greater accountability and transparency, and to ensure that limited finances are directed to the most deserving projects/initiatives, the Parish Council has modified its grant application process.

Organisations seeking a grant from the Parish Council will be required to complete a grant application form and supply supporting evidence. All sections of the application form must be completed otherwise the application will not be considered.

Grants can be made to organisations operating within the Parish who have charitable, cultural, voluntary, environmental or recreational aims. Examples of purposes for which grants can be considered are:

- To purchase equipment in part or in full
- For the provision of recreational facilities
- For hosting special events or celebrations
- Improving the quality of life or the environment
- Promoting the Parish in a positive way
- Running costs of a viable group experiencing a period of hardship

Preference will be given to awarding grants to those organisations whose project/initiative will produce some prompt and tangible benefit to the Parish and its residents.

The Parish Council will seek proof that the grant has been used in accordance with the purpose for which it was awarded.

The grants budget will be set annually as part of the general budget setting process. The total grant monies awarded in each financial year must not exceed the budgeted amount agreed by the Parish Council, unless resolved otherwise by a motion at a full Parish Council meeting.

This policy may be amended at any time by the Parish Council following a motion having been published on the agenda for a full Parish Council meeting and approved at that meeting.

Processing applications

- Application forms are available from the Clerk and on the Parish Council's website www.nuthurstparishcouncil.co.uk.
- All applications and supporting documentation must be submitted to the Clerk.
- Any additional information arising from the application form or required by the Parish Council prior to making a decision should be promptly provided.
- Applications will be considered by the full Parish Council quarterly. The dates of these meetings will be advertised in advance and will be available on the Parish Council website and from the Clerk.
- Decisions are discretionary and final. The applicant will be informed in writing of the Parish Council's decision within two weeks of the meeting

Conditions

- The Parish Council will not fund activities that are outside its powers or functions or are the responsibility of another Statutory Authority.
- Grants will normally be awarded for a period of 12 months. Additional applications within a 12 month period will not usually be considered. A re-application will be required if the project/initiative extends beyond one year.
- Grants will not be awarded to individuals.
- Grants will not be made retrospectively.
- A grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of grant money.
- To confirm that the grant has been used for the purpose for which it was awarded, the organisation must submit receipts to the Clerk within two months of the end of the grant period.
- Any unspent portion of the grant at the end of the grant period must be returned to the Parish Council within two months.
- If the organisation is unable to use the grant for the purpose for which it was awarded, all monies must be returned promptly to the Parish Council.
- If the organisation fails, without good reason, to comply with these conditions, then any future grant applications will not be considered.
- The organisation must publicly acknowledge the award of the grant by the Parish Council.