



Claypole Parish Council

Grant Awarding Policy and Application Form

1. Introduction

1.1 Claypole Parish Council will consider allocating a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish within the annual budget. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

1.2 The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Claypole Parish Council area, for example, grants to a sport club, for a music festival or towards community celebrations of national special events such as a Jubilee, State Funeral or Royal Wedding. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all its residents or some or all of the parish.

1.3 This policy can only allow grants that would be lawful. The policy cannot be used to override legal prohibitions for any particular grant award.

1.4 Nothing contained within this policy shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972 section 137.

2. Application Process for Grant Funding

2.1 To qualify for a grant, an organisation must submit a completed Grant Application Form (Appx. 1 of this document) (handwritten, typed or email are acceptable) to the Clerk to the Council. Email clerk@claypole-pc.gov.uk or 32 Barnby Lane Claypole Newark NG23 5BD

2.2 In addition to the application form, organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose,
- full details of the project or activity
- demonstration that the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

2.3 All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.4 The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the parish of Claypole and its inhabitants by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Claypole in a positive way

2.5 The Clerk may ask for clarification, further information and evidence to be provided by an applicant prior to consideration by the Full Council or if the Parish Council decides it needs more information and evidence when it is debated at a Parish Council meeting.

2.6 An applicant may be invited to present or speak about the application and the purpose for a grant usually at the meeting the application will be considered, however, this is not mandatory. Parish Councillors may wish to ask questions and clarify information provided before they start to debate the application or consider a motion in accordance with Standing Orders. Councillors may defer further debate on an application to another meeting to allow more information or evidence to be obtained.

2.7 The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required, in order that budget provision can be considered.

2.8 Submission of application is required by 30 November of the financial year prior to the funds being required unless in exceptional circumstances.

3. Conditions of Funding

3.1 The Parish Council will not normally make grants to organisations outside of the parish unless it can be demonstrated that there are direct benefits to the parish.

3.2 The organisation must be either non-profit or charitable. The Parish Council will not make awards to or for:-

- a. Private individuals.
- b. Commercial organisations.
- c. 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
- d. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish or where there will be benefit to the parish.
- e. Political parties
- f. Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- g. Any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be unacceptable.
- h. Publicise or promote any organisations
- i. Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement

This list is not exclusive and may be added to at the council's discretion.

3.3 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 the use of the full grant amount for the agreed purpose must be provided to the Parish Council within six months of the funding being transferred. Should the evidence not be received the Parish Council will request the return of the funds. Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.

3.4 An organisation should have a bank account in its own name.

3.5 Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.

3.6 Only one application can be made by an organisation in each financial year (1st April to 31st March).

3.7 Other factors that the Parish Council will take into account when considering a grant application include;

- Whether the Parish Council has the power to make this grant.
- Whether the applicant has demonstrated some degree of fundraising on a “self-help” basis.
- Whether the applicant has applied to other bodies for funding for the same project.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- The viability of the project and the risks associated with either awarding or not awarding a grant.
- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
- Whether the costs are appropriate and realistic.

3.8 Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.

3.9 The amount of the grant awarded will be at the discretion of the Parish Council.

3.10 Each application will be assessed on its own merits.

3.11 Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the parish where the benefit will be for this area.

3.12 Groups from outside the parish who can demonstrate direct benefit to the parish, or its inhabitants, are eligible to apply.

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

3.14 The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

3.15 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council (and this approval must be recorded in the minutes of a parish council meeting – a verbal approval from an officer or councillor is not sufficient), the recipient organisation or group will be required to repay the grant to the Parish Council.

3.16 Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

3.17 Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.

3.18 Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the applicant organisation and the parish council will not provide reasons for its decision.

3.19 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.

3.20 Claypole Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.21 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

Document Control	
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Details	Minute Ref 24/203 To be reviewed annually or sooner if necessary Next review due May 2025

Claypole Parish Council Grant Application Form

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	
C) MEMBERSHIP/BENEFICIARIES	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN CLAYPOLE

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

PLEASE DESCRIBE YOUR PROJECT

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?

Yes / No

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN
HAND AT END OF LAST
FINANCIAL YEAR

HOW MANY MONTHS OPERATING
COSTS DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP
RAISED THROUGH ITS OWN
EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

WHAT FUND RAISING ACTIVITIES
ARE PLANNED FOR THE NEXT YEAR

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY CLAYPOLE
PARISH COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE,
THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE
EXPENDITURE.

PLEASE GIVE DETAILS OF THE BANK ACCOUNT THAT THE GRANT SHOULD BE PAID
INTO IF APPROVED

NAME OF ACCOUNT
ACCOUNT NUMBER
SORT CODE

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST:

All relevant parts of the form completed	
Form signed	
Audited accounts for the last year	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
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Copies of this completed form and any supporting papers will appear on a Council agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT.

I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE, PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.**

SIGNATURE

DATE:

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

All Application Forms must be signed (electronic signature acceptable)