

PRESTON PARISH COUNCIL

Doc010 – Grants Policy

Adopted May 2024

Chair: Margaret Trinder

1. Grants Policy

- This policy has been prepared to explain the main details of the grant scheme so please read them carefully before you complete the application form. Please read the conditions before applying for a grant to ensure you are eligible.
- The contribution made by the many organisations and individuals to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of the parish of Preston.
- There is a limited budget each year, so 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.
- The application form is available in two formats:
 - A Word document: Grant Application Form in Word format. The application may be submitted by email
 - A PDF document: Grant Application Form in PDF format. The grant application form may be printed, completed by hand and signed.
- Grant applications are considered at the next possible meeting of the Council after receipt of the completed application form. Forms and the supporting information must be returned to the Clerk to the Council at least 10 days before the date of a Council meeting. Applications must meet the Council's grants criteria in this respect. All applications must be accompanied by appropriate accounts or supporting financial information.
- Applicants are encouraged to make a personal representation to the council by attending a regular council meeting. Presentations in support of grant applications will be scheduled at the start of the meeting.
- Although the 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.

2. Conditions of funding

- Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by Preston Parish Council and that will contribute positively to the life of people living, working and visiting the areas of the parish.
- Grants will **not** be made to:
 - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or North Herts Council's Social Services.
 - Political organisations or projects.
- Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to pay running costs, funding for particular events or projects.
- The Parish Council will not make a grant exceeding £500 on any single project.
- The organisation will normally be expected to have clearly written aims and

objectives, a copy of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

- All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.
- An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget and business plan.
- An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque or bank payment.
- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each time.
- Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Full Council. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards. Grants will not be awarded to any organisation more frequently than every 2 years.
- Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

3. Grant Decision

- Grants are considered by Full Council. The application must be with the Parish Clerk at least 10 days before the date of the council meeting.
- Applicants are able to attend the council meeting when the grant applications will be considered.
- The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.
- When a decision has been made by the council applicants will be informed as soon as possible as to the outcome. This will generally be by email. Should a grant be approved then the Council will aim to send electronic payment to the organisation as soon as practicable.

4. After the decision

- Acknowledgments of financial support received from the Council will be required on documentation and any promotional material literature or other media. Successful applicants should agree to:
 - Acknowledge Preston Parish Council as a funder/partner in the media
 - Agree to any reasonable joint publicity Preston Parish Council may require
 - Provide a statement or report of how the money has been used
 - Give permission for use of photographs in the media and Preston Parish Council publicity material
- Evidence of the use of the full grant amount for the agreed purpose must be provided to Preston Parish Council within six months of the funding being transferred. Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.
- If the organisation ceases to exist for any reason prior to spending the grant or fails to spend the monies within 12 months of the award, the Council may ask for all or part of the monies to be returned.

- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.

GRANT APPLICATION

Name of Organisation:
Applicant's name and address:
Contact telephone number:
Applicants email address:
Location of Organisation:
Nature of activity of Organisation and how it benefits the residents of the parish of Preston:
Membership number, if relevant, and percentage of those living in the parish:
Purpose for which grant will be used:
Amount of grant requested: £ Total cost of project:
Please give details of grants applied for or received from other bodies:
Any other information that would help Preston Parish Council in considering your application:
Do any of your members wish to address Preston Parish Council at the meeting when donations are considered:

A copy of the last two year's full and detailed up-to-date accounts should accompany this application, where applicable. Or for a newly formed organisation, a detailed budget and business plan. If they're not please explain why.

A copy of your Organisation's constitution should accompany this application, where applicable. If it does not please explain why.

How do you intend to maintain the financial viability of the organisation?

Name:

Signature:

Position Held:

Date:

If awarded, Preston Parish Council will transfer the grant funding into the named bank account. Please provide the following information:

Account Name:

Bank account no:

Sort code:

Please return the completed form to:

Lisa Lathane, Parish Clerk clerk@prestonpc.co.uk Keepers Cottage, Whitehall Lane, Kings Walden, Hitchin, Hertfordshire, SG4 8JZ

For Preston Parish Council use only:

Date Received:

Date Acknowledged:

Date of Meeting:

Minute:

Payment Made:

Checklist:

1. Have you answered every question?
2. Have you signed this form?
3. Have you included a copy of your Organisation's constitution? Or explained why not?
4. Have you included a copy of your Organisation's most recent audited accounts or latest approved statement of income and expenditure?
5. Have you included projected costings for any event/festival, or project, or quotations relating to capital expenditure or project costs?
6. Have you submitted any supporting documents? If so, please list them below.

Reviewed: May 2024 **Next Review:** May 2027