

Newenden Parish Council (NPC)

Grant Giving Policy

1. Introduction

A grant is any payment made by the council to be used by a Newenden resident or village organisation for a specific purpose that will benefit Newenden Parish, or residents of Newenden Parish, which is not directly controlled or administered by the council. This includes expenditure made under section 137 of the Local Government Act 1972.¹

2. Priorities for Awarding grants

Newenden Parish Council may award a grant, at its discretion, to residents or parish organisations which can demonstrate a clear need for financial support and whose activities benefit the parish by:

- a. Providing a service
- b. Enhancing the quality of life, including the promotion of community cohesion
- c. Improving the environment

3. Grant application process

3.1 The annual grant budget will run from 1st April to 31st March each year with the amount of available funding subject to review at budget setting each year.

3.2 Applicants can apply for a grant at any time by completing an application form.

3.3 Application forms are available from the parish clerk (Enquiries@Newenden-PC.gov.uk) and will be considered at the next meeting of NPC following completion and return. Forms must be received by the clerk at least two weeks before the meeting at which the request will be considered.

3.4 Applications should demonstrate how Newenden residents will benefit from the grant spending and the amount of funding requested should be commensurate with the number of beneficiaries.

3.5 In addition to the application form, applicants **may** be required to provide:

- a) Audited accounts for the past two years (if the organisation has been in existence for that period)
- b) Bank statements for the last 3 months
- c) A detailed budget plan and supporting evidence
- d) A copy of the organisation's constitution, terms of reference or rules

3.6 There are no restrictions on the number of times an applicant can apply but, where the available funding is limited, NPC may consider past grant awards and the variety of applications it has received as part of the decision-making process.

¹ Under section 137 of the Local Government Act 1972, provided that there is no alternative power, whether limited or conditional and no statutory prohibition, a council may incur limited expenditure under section 137. For the 25-26 financial year this is £11.10 per elector.

- 3.7 Applicants are welcome to attend the Council meeting when their application is being considered and make verbal representation to the Council at the start of the item, but not enter into discussion whilst the application is being discussed.
- 3.8 NPC reserves the right to refuse an application. A decision can only be challenged on the grounds that it was wholly unreasonable.

4. Criteria for considering applications

All applications will be assessed against the following criteria:

- Is the purpose of the grant something which the council has the power to fund?
- Has a completed application form and supporting documentation been provided where required?
- Does the application benefit Newenden village and its inhabitants?
- Is the level of funding commensurate with the number of people benefiting from grant spending?
- Does the applicant have the capacity to deliver the project?
- Has the applicant requested or secured any additional funding?
- Where funding is for capital expenditure, has the applicant demonstrated how the asset will be maintained and protected in the future?

5. Conditions of NPC grant funding

- 5.1 Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 5.2 Grants will not be made to individuals unless for a village event or to establish a new village organisation.
- 5.3 Grants will not be made retrospectively.
- 5.4 An organisation should have a bank account in its own name with two authorised signatories.
- 5.5 The administration of and accounting for any grant shall be the responsibility of the recipient. All grants must be properly accounted for and evidence of expenditure should be supplied to the council if requested.
- 5.6 Only one application for a grant will be considered from an applicant in any one financial year.
- 5.7 Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
- 5.8 Each application will be assessed on its own merits against the funding criteria at 4.
- 5.9 The Council may make the award of any grant subject to additional conditions or requirements as it considers appropriate.
- 5.10 Grants must be used solely for the purpose for which they were awarded unless written approval of the council has been obtained for a change in use.
- 5.11 Grant recipients will be required to provide a brief report to the next annual parish meeting to summarise how the grant has benefitted the organisation and its beneficiaries, including how many of those beneficiaries live in Newenden.