

POOL-IN-WHARFEDALE PARISH COUNCIL
GRANTS AWARDING POLICY AND PROCEDURE

DECEMBER 2015

INTRODUCTION TO POLICY

A grant is a payment made by the Parish Council to an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

The Parish Council has no obligation to spend all or any of the money available under Section 137.

The Parish Council’s aim is to ensure that the grant awarding process is:

- OPEN
- TRANSPARENT
- FAIR
- SUPPORTS LOCAL ORGANISATIONS

POLICY

Groups within the parish can apply for a grant award and those outside the parish that can demonstrate direct benefit to the inhabitants will also be eligible to apply. The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment, and promoting the parish of Pool-in-Wharfedale in a positive way.

The Parish Council will not award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Political parties
- Religious Organisations

The list is not exclusive and may be added to at the parish council’s discretion.

To be eligible for a grant award under Section 137 an organisation must;

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes

- Have a constitution, or a set of rules, which defines its aims, objectives and operational procedures
- Be able to provide a copy of its latest annual accounts or most recent bank statements
- Have a bank account
- Be able to meet the conditions and provide the information outlined in the Parish Council's Grants Application Form and Terms of Reference.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards.

The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unused funds must be returned to the Parish Council.

Retrospective applications (i.e. for projects already completed) will be allowed. The Parish Council will adjudge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.

WHEN TO APPLY

The Parish Council prepares its annual budget during the months of December and January. During that process it will determine what funds it makes available under the Section 137. This sum may vary depending on the overall finances available to the council at the time. In the year 2015/16 a sum of £4300.00 was set aside for grants to local organisations.

Local organisations wishing to make an application for grant funding should do so during the months of February and March. It is expected that all applications will be submitted with all the requested information outlined in the Grant Application Form, which can be obtained via the parish clerk or be downloaded from the website.

The Parish Council will assess all applications received and make a final decision on which organisations to support at its April council meeting. Unfortunately the Parish Council may not be able to fund all projects as there may be more applications than funds available. All applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own funding activities.

Funds will be released to the successful organisation as soon after that meeting as possible.

A representative from the successful organisation will be asked to provide a report to next appropriate Annual Parish Meeting on how the money was spent and if appropriate how the project went.