

HOCKHAM PARISH COUNCIL

GRANTS & DONATIONS POLICY

Introduction

A grant or donation is any payment or gift 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 directly 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”. Similar considerations will apply when considering applications for other grants.

Policy

The Parish Council awards grants or donations, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish in one of the following ways:

- By providing a service to members of the Parish;
- By enhancing the quality of life for those living in the Parish;
- By improving the local environment;
- By promoting the Parish in a positive way.

The Parish Council will **NOT** award grants to:

- Private individuals;
- Commercial organisations;
- Political parties;
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

The Parish Council will also not provide grants for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

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

Only one application for a grant will be considered from any organisation in any one financial year. Grant applications will be accepted throughout the year; however, any applications received after March 1st will be carried over to the next financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

- All applications for funding grants must be made in writing to the Parish Clerk, including a postal address and who to make donations payable to. Applications can be made in the following ways;
 - ▫ By email to hockhampc@outlook.com
 - ▫ By post to Hockham Parish Clerk. Oaklands, Vicarage Rd, Gt Hockham, Norfolk. IP24 1PE.
- The Parish Council would like to hear back from any successful grant applications as to any progress and/or community benefit.
- The Parish Council may, of it sees fit, request the following information from organisations applying for grants;
- ▫ Copies of their last year end accounts (if appropriate),
 - The number, or percentage, of members that belong to the organisation and that live within the Parish Area,
 - Details of any restrictions placed on who can use/access their services.

Assessment Procedure All grant applications will be considered at the next Parish Council Meeting after they are received. 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, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The Parish Council may make the award of any grant or subsidy 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.

Nothing contained herein shall prevent the Parish 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.

Successful Applications 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 unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from the Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of that organisation. The Parish Council accepts no liability for equipment gifted to an organisation.

APPROVED & DATE