

## **The Orchards' and Margaret Marsh Parish Council**

### **Grant Awarding Policy**

**(Adopted September 2022)**

The Orchards' and Margaret Marsh Parish Council has a budget each year for the award of grants. It has the legal powers to award grants to benefit some or all of the residents or some or all of the Parish Council area and where the benefit obtained is commensurate with expenditure incurred. Where there is no statutory power The Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. Grants cannot be given to individuals. Grants will be considered by the Parish Council.

Grant applications must meet the grant criteria listed below:

- Applications must be made in writing together with appropriate accounts, supporting financial information or evidenced projected costings.
- The purpose for which the grant is made must be in the interest of The Orchards' and Margaret Marsh Parishes residents.
- All applications will be considered on their merits, but most grants will be awarded for specific projects or events. Grants will not be given for running costs or salaries.
- Groups from outside the Parishes can apply for a grant but must demonstrate the direct benefit to the area and the residents of The Orchards' and Margaret Marsh.
- The amount granted will be at the discretion of The Orchards' and Margaret Marsh Parish Council.
- The Orchards' and Margaret Marsh Parish Council will consider any previous grant awarded to an organisation or group when considering a new application.
- Payments of grants will not be paid to individuals.
- Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
- All grant recipients are required to provide The Orchards' and Margaret Marsh Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear on the website.
- All grant payments will be conditional upon submission of audited accounts, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated after the date of approval.
- Recognition of the grant from The Orchards' and Margaret Marsh Parish Council must be made in any publicity material the organisation or group uses.

- If the grant is put to purposes other than those for which it was awarded without the prior approval of The Orchards' and Margaret Marsh Parish Council, the recipient organisation will be required to repay the grant to The Orchards' and Margaret Marsh Parish Council.
- All invoices to be settled directly with suppliers by The Orchards' and Margaret Marsh Parish Council must be sent within 28 days of the event. This will ensure that any unspent funds can be redistributed to other applicants. How will the application be assessed?
- How effectively the group will use the 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; and
- What level of contributions has been, or will be, raised in addition to the grant.

### **General**

- The deadlines for receipt of applications are the end of February.
  - Each application will be assessed on its own merits and will be considered along with other applications at the meeting. To ensure as fair a distribution as possible, The Orchards' and Margaret Marsh Parish Council will consider the amount and frequency of previous awards.
- #### Conditions of Funding
- The Orchards' and Margaret Marsh Parish Council will only give to projects specifically designed to benefit The Orchards' and Margaret Marsh Parish Council area and the residents.
  - Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
  - The Orchards' and Margaret Marsh Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of The Orchards' and Margaret Marsh Parish Council.
  - Applications will not be considered from any organisation intending to support any political party or to discriminate on the grounds of race or religion.