

GREAT AND LITTLE HAMPDEN PARISH COUNCIL GRANT AWARDING POLICY AND PROCEDURE

Version Control

Date	Minute reference	Comments
28 November 2023	???	Policy approved
17 July 2025	25/0034 (d) (i)	Policy approved: The Grant policy was unanimously APPROVED subject to the maximum amounts being set as £2,500 in respect of a capital spend and £500 in respect of a community benefit.

INTRODUCTION

A grant is any 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 directly controlled or administered by the Parish Council.

The Parish Council is legally able to make grants to the community under the General Power of Competence which permits councils "to do anything individuals generally may do as long as they do not break other laws". The Parish Council is also legally able to make grants to registered charities under Section 137 of the Local Government Act 1972 which states that donations can be spent for the benefit of part or all of the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being fairly distributed. The Parish Council makes provision for awarding grants within its annual budget.

In all cases the following shall apply.

POLICY

The Parish Council can award grants up to a maximum of £2,500.00 for capital spend or £500.00 for community benefit purposes. The maximum grant, where Precept monies are being used to fund the grant, is 25% of the Precept. This will be at its discretion, to not-for-profit, charitable or volunteer organisations, or other worthy causes, that can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service to the community.
- Enhancing the quality of life of residents.
- Improving recreation or sports opportunities.
- Improving the local environment.
- Promoting the parish of Great & Little Hampden in a positive way.

The Parish Council cannot 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, unless this duty has been devolved to the community or local level by agreement.
- Upward funders i.e., local groups where fund raising is sent to a central HQ for redistribution.
- Political parties.
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be unacceptable.
- Publicise or promote any organization.

This list is not exhaustive and may be added to at the council's discretion.

Only one application for a grant will be considered from an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A new application will be required each year. All decisions will be at the discretion of the council.

Grants will not be awarded retrospectively or after work on a project has already commenced.

GRANT APPLICATION REQUIRED INFORMATION/PROCEDURES

- Organisations requesting consideration for a grant are required to submit the documents and information listed below. These should be sent to the Clerk to the Council, clerk@greatandlittlehampdenparishcouncil.gov.uk by the 1st November, at the latest, in the year preceding the funding requirement. The exception to this timing requirement is when funding is being granted from existing held Community Infrastructure Levy funds.
- For new initiatives, a detailed business, project plan or activity, together with details of measurable outcomes.
- The Council will require a copy of the organisation's constitution or a statement of its aims or purpose.
- Any request should include details of the percentage of members of the organisation living within the G&LH Parish Council Area.
- Details should be provided of any restrictions placed on who can use/access its services.
- Any other relevant supporting information as indicated in the application form.
- Where appropriate evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the sole donor should be provided.
- A completed application form available from the Parish Council website <https://greatandlittlehampdenparishcouncil.gov.uk>
- Applicants should demonstrate clear need for funding.
- Any relevant supporting information as indicated in the application form should be sent to the Clerk.
- The Clerk will collate all the necessary information from the applicant ready for presentation and discussion at the next appropriate Parish Council meeting.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, keep up to date accounts, and have a dedicated bank account controlled by more than one signatory. The Parish Council needs to understand the likely impact of any project, particularly at times when there is significant competition for funds. Not all grant requests can be met, so providing details of the outcomes will help the Council determine its priorities.

Additional information may be requested to help consider the grant application. Applicants may be invited to meet with the Council to discuss the application prior to the grant being determined.

ASSESSMENT PROCEDURE

Each year, when the budget is set, an amount will be allocated from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council in accordance with the application procedure, and which it anticipates will be granted. Any amount set aside within the budget in respect of applications received by the due date does not guarantee an award: a decision upon an award will remain for approval by the full Parish Council at the appropriate meeting.

1. An additional amount may be reserved in the budget from which other grant requests (those received after 1st November) may be made. A maximum award of £200 only for such unplanned applications will be considered. The exception to this requirement is when funding is being granted from existing held Community Infrastructure Levy funds.
2. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.
3. 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 fund-raising activities.

4. 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.

CONDITIONS OF FUNDING

1. A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.
2. Acknowledgement of the grant must be made in all publicity, notices or other information citing Great and Little Hampden Parish Council.
3. 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 will request proof of expenditure.
4. Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Parish Council on request.
5. All applicants will be contacted in writing following the Council's decision.
6. The Parish Council requires a Grant Evaluation Report once the project is complete, this is to ensure that public money is spent appropriately.
7. 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 Localism Act 2011 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 or the Local Government Act 1972 Section 137.