



# Langton Matravers Parish Council

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## Grant Award Policy

Amended and adopted at Parish Council Meeting held on 21.1.2017

Reviewed without change 11<sup>th</sup> May 2017

Langton Matravers Parish Council has a small budget for the award of grants. The Parish Council can only award grants using certain legal powers. 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. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred. This means that grants cannot be given to individuals. Grants will be considered by the full Parish Council. Grant applications must meet the grant criteria listed below.

1. Applications must be made on the attached form.
2. Organisations applying for a grant should be properly constituted, with appointed officers and bank account
3. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will not give grants towards running costs or salaries.
4. The purpose for which the grant is made must be in the interest of the Langton Matravers Parishioners.
5. Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the area and the residents of Langton Matravers.
6. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
7. The amount of the grant will be at the discretion of the Parish Council.
8. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.

9. Payments for grants will not be paid to individuals.
10. 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 where appropriate. These must be addressed to the Parish Clerk and dated after the date of approval. Cheques/payments will not be made to an individual.
11. All grant recipients are required to provide the 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 may appear in the Dubber and/or the Council website.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.

The Council will normally consider grant allocation at the February Parish Council meeting. The deadline for applications is 31<sup>st</sup> December. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards. Each application will be assessed on its own merits and will be considered along with other applications at the meeting. In particular the Council will consider

- How well the grant will provide benefit to Parishioners
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised in addition to the grant.

#### Conditions of Funding

- Applications will not be considered from any organisation intending to support any political party or to discriminate on any grounds including race, gender, ethnicity, and religion
- Applications will not be considered from commercial and profit making organisations.
- The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

## Application for a Grant

Please return this form to Parish Council Office, 1A High Street, Langton Matravers, BH19 3EU  
no later than 31<sup>st</sup> December.

Name of Organisation								
Is the organisation a Registered Charity *YES/NO (*please delete as appropriate)  If yes, please indicate the Charity Number:  NB Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation								
Objects and aims of your organisation (use separate sheet if necessary)								
Would the grant that you seek be applied for the general benefit solely of the parishioners of Langton Matravers or for a wider area? (use separate sheet if necessary)								
Is the grant requested for a specific project? *YES/NO (*please delete as appropriate)  If NO please proceed to the next box  If YES, please give details of the project – Detailed estimated/breakdown of costs should be provided. (use separate sheet if necessary)          <table><tr><td>Cost</td><td>£</td></tr><tr><td>Funds Raised</td><td>£</td></tr><tr><td>Funds Promised</td><td>£</td></tr><tr><td>Balance</td><td>£</td></tr></table>  Commencement Date  Completion Date  Other possible sources of finance	Cost	£	Funds Raised	£	Funds Promised	£	Balance	£
Cost	£							
Funds Raised	£							
Funds Promised	£							
Balance	£							

If a grant is not for a specific purpose please state the amount requested and describe how it will be used (use separate sheet if necessary)

Any other relevant information you would wish the Council to consider in support (use separate sheet if necessary)

Name of Applicant .....

Applicant's role within the organisation.....

Address .....

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Signed ..... Date .....

The following documents need to be attached: Full supporting audited accounts for the last financial year; a copy of a recent Bank Statement.