RANSKILL PARISH COUNCIL

Grant Awarding Policy

Document Control

Date	Details
September 2023	Adopted by Parish Council
11 Sep 2024	Reviewed by Parish Council - no change

Introduction

A grant is any payment made by Ranskill Parish Council (the Council) to be used by 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 Council. The Council awards grants at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by: -

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Improving recreation or sporting activity.
- Promoting the Parish of Ranskill 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 unless such duty is devolved to the community or local level by agreement.
- "Upward funders"/ "Uploaders" or umbrella organisations, for example local groups where fund raising is sent to a central HQ for redistribution.
- Political parties.
- Religious organisations.
- Any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be inappropriate.
- Publicise or promote any organisations.

Grant Application Process

- The Clerk to the Council will receive all applications in the first instance. The Clerk will collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
- Applicants will be required to complete a grant application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided. The policy and form are available from the Clerk or from the Parish Council's website.
- In addition to the application form, organisations will be required to provide the following supporting information: -
    - a copy of their written constitution or details of their aims and purpose.
    - full details of the project or activity.
    - demonstration that the grant will be of benefit to the local community within the Parish.
    - the proportion or number of beneficiaries living in the electoral area.
    - demonstration of a clear need for the funding.
    - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
    - a copy of the organisation's latest bank statement.

- The Council has a limited budget each year and grants are awarded on an ad hoc basis, until the budget is completely dispensed.
- The Council will make the final decision at its discretion to which grants will be awarded. All applicants will be contacted following the Council's decision.
- If Councillors require additional information before determining the application, the applicant may be asked to attend a meeting.

Conditions of Funding

- The organisation must be either non-profit, voluntary, community or charitable.
- Grants will not be made to individuals.
- Grants will not be made retrospectively.
- An organisation should have a bank account in its own name with at least two authorised signatories.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested. The Parish Clerk will be allowed to verify that the monies have been spent in accordance with the grant request.
- Only one application for a grant will be considered from each organisation in any one financial year.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it consi,ders to be inappropriate or against the objectives of the Council.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- Nothing contained herein shall prevent the Council from exercising, at any time, it's 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.

PLEASE CONTACT THE CLERK BEFORE COMPLETING THE APPLICATION FORM
Email: parishcouncil@ranskill.org.uk

For organisations who have previously received grants of less than £200 lump sum, please contact the clerk, there will no requirement for you to complete the application form.

RANSKILL PARISH COUNCIL – GRANT APPLICATION FORM

Organisation	
Contact Name & Position	
Contact Address	
Contact Number	
Contact Email Address	
How long has your group been operating?	
Are you a registered charity? Registration number	
Does your group have a formal constitution?	
Does your group have an annual record of accounts? (Please attach a copy of your most recent accounts and balance sheet to your application)	
Using a maximum of 200 words please describe your group's main activities?	
How much money are you applying for?	
Please state your bank account name, sort code and account number	
Using a maximum of 200 words please explain the purpose of the grant	
When would you require payment?	

Using a maximum of 200 words explain how this will benefit residents of Ranskill	
Please provide an approximate number of residents of Ranskill it will benefit?	
Do you have any other sources of funding? (If yes please provide details)	

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded by
Total project cost:		

Please continue on a separate sheet if necessary

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by Ranskill Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Failure to complete any section of the application form may result in your application being delayed or rejected.

Name of Applicant:

Position:

Signature:

Date: