

**Coffinswell Parish Council**

**Grants Policy and Procedure**

This policy was adopted by the Council at its Meeting held on 09 May 2018.

The next date for review is 16 May 2019.

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose. 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 of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

When setting the budget for the coming year the Parish Council will agree an amount which will be available for allocation during the following financial year. Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

The Parish Council aims to encourage the formation, continued existence and improvement of a wide range of voluntary, sporting, leisure, cultural and community facilities for the benefit of the inhabitants of the Parish.

Greater emphasis will be placed on applications from local rather than national organisations.

The Parish Council will not normally commit a future Parish Council by promising continued assistance.

**Application Procedure**

Organisations requesting financial assistance will be requested to submit:

- A completed application form
- Copies of their last annual accounts
- If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

Applications will not be considered from:

- Individuals
- A political party
- Private organisations operated as a business
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

**Assessment Procedure**

The Parish Council considers grants once a year. The timetable for applications will be displayed on the village notice boards and websites.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. (The Clerk can advise on alternative funding sources).

### **Successful Applications**

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from the Parish Council.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

Prepared by Rachel Avery – Clerk and Responsible Financial Officer