

Deanshanger Parish Council

Grant Awarding Policy



Deanshanger Parish Council
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Adopted June 2017

DEANSHANGER PARISH COUNCIL

GRANT AWARDING POLICY

1. Scope of funding

Funding support will be made available to voluntary and community sector organisations that are:

- Based in Deanshanger Parish *, delivering activities or services to residents of the village
- Newly formed groups intending to provide facilities not yet available to residents of Deanshanger Parish.

Grants are awarded using Legal Powers including those under the Local Government Act 1972, Highways Act 1980 and Local Government Act (miscellaneous provisions) 1976

* Regional/National charities are unlikely to be supported unless it can be demonstrated that the project is specific to Deanshanger Parish , with an obvious benefit to the area

2. Availability of funds

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will supply direct support, in the form of grants, to eligible bodies.

No grant will be made retrospectively and only one application will be considered per organisation in any one financial year. However an additional application will be considered by Full Council in exceptional circumstances.

3. Definition of a grant

A grant is defined as an award to an organisation, group or individual to undertake voluntary or community activities. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award.

4. Eligible applicants

These will usually be:

- A non profit making body or one where accrued income is recycled for the benefit of the Parish
- Working for the benefit of the community of Deanshanger Parish
- Independent, determining their own aims and objectives
- Formally constituted, with a management committee made up of volunteers who are the employing body
- Groups with a formal constitution and/or have charitable status

Eligible applicants may also include:

- Voluntary organisations who employ paid staff for their expertise as the group do not have the necessary skills

The Council will allocate resources to eligible applicants:

- Against a clear Business Plan
- Who achieve quality and effective service
- Who have common and transparent arrangements for agreeing objectives
- Monitoring performance and evaluation

In order to maintain a consistent approach, all requests for grant funding will be reviewed by the Council in the following areas to achieve Best Value:

- Level of service and quality – value for money
- Financial management and the real need for Council assistance
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication

5. Application forms must be submitted with the following:

- Up to date accounts for a minimum of 12 months but preferably 24 months
- Current bank statement
- Quotes for any works to be paid for by the grant
- Full details of any equipment to be purchased by the grant

Please note failure to submit this documentation either with the application or on request from the Parish Council will result in the grant request being rejected.

6. Decisions

Decision making will be on the basis as set out in section 4 (Eligible applicants) and will be made by Finance & General Purposes up to the value of £1000, for amounts over £1000 the decision making will be at Full Council at their next meeting, agenda time permitting, but usually within 8 weeks of application.

Successful applicants will be notified by the clerk of the Council's decision along with details of how the grant will be paid.

Unsuccessful applicants will be notified by the clerk of the Council's decision along with the reasons the grant was not awarded.

7. Performance management

The Council recognises that Performance Management is an important means of showing that public money is spent the right way and achieves best value.

In the allocation of funds, there will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the amount of funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for applicants

8. Risk management

There are associated risks involved with providing funding support. Voluntary and Community groups will be encouraged to carry out risk assessments to identify possible areas of concern, for example:

- Audit processes
- Regulations in force to minimise fraud
- Public liability Insurance

There may be other areas to consider allied to your activities.

9. Acceptance of a grant award

Accepting an award means that you:

- Will provide a report for the following Annual Parish Meeting, if requested to do so, outlining how the grant has been utilised, how it has assisted the organisation and what it has achieved
- Agree to the Parish Council publishing the above report and/or their own article about the grant in the Parish Council newsletter
- Agree to use any grant awarded for the purpose for which the grant was approved. Any unused grant must be returned within 12 months.

10. Claw back clause

Should your group disband any assets obtained with grant money from Deanshanger Parish Council may be subject to a claw back clause.

If these assets are sold, you will have to pay back a percentage of sale prices to the parish council in line with the following depreciation value:

If disbanded within	Percentage of asset to be paid back
1 Year	75%
2 Years	50%
3 years	25%
4 years +	0%

Application forms

Application forms may either be obtained:

- By contacting the Clerk to the Parish Council
Deanshanger Parish Council
3 Hayes Road
Deanshanger
MK19 6HW
01908 566373
clerk@deanshangerpc.com
- By downloading one from our website – www.deanshangerpc.net