

## **Grants Policy Adopted .....**

### **Overview**

The Council recognises the importance of supporting groups, organisations and charities that benefit the local community, and that making grants is a valuable method of support. The purpose of this document is to ensure that Lingfield Parish Council has an open, consistent and easily understood approach to awarding grants. The Parish Council has statutory powers which enable it to make funds available to local organisations for the overall benefit of the parish.

### **Application procedure**

For the purpose of requesting financial support, applications may be submitted at any time during the year and the Council normally meet eleven times per year where applications received may be considered. The final decision as to whether an award is made will rest with the Full Council.

Applications for organisations must be submitted on an application form and be accompanied by the documentation requested, i.e. the latest balance sheet, a copy of the constitution and a statement showing how the project or activity will promote or improve the social, economic or environmental well-being of the people in the parish. Any supporting documentation, including photographs and plans are welcome. Applicants who cannot provide a copy of a balance sheet are asked to submit a business plan or strategy with other supporting documentation. The Council reserves the right to request any additional information to aid determination of the grant.

### **Eligible applicants**

Any charity, voluntary group or community organisation may apply. The Council must be satisfied that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of people in the parish of Lingfield. While grants will be made only to organisations working for or helping the local community, if assistance is also made available to residents from the surrounding parishes this will not be a disqualification.

The Council will not fund activities of a political nature, nor discriminate on the grounds of any protected characteristics.

The Council will not normally award grants to national organisations which do not have a direct specific benefit to the people of the Parish of Lingfield or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally. Local branches of national organisations will have to show why assistance is not forthcoming from the parent body. Generally, private schools, individuals and commercial organisations will not be eligible for a grant.

Applicants will not normally be awarded a grant more than once per financial year.

### **Conditions of funding**

The following conditions will apply:

- Organisations should have a written constitution and appointed officers;
- Grants will only be considered if submitted on the appropriate form to the Clerk (available from the office or downloaded from the Council's website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;

- If the project or activity is relying on funding from the Council it should not be started until an offer has been received;
- For projects or activities totalling more than £2,500 the Council will not normally award a grant for 100% of total costs;
- Grants will not be awarded retrospectively for work, goods or services;
- Grants may be awarded for less than the amount requested;
- Grants will not normally be awarded to finance running costs, salaries or wages, or legal bills;
- The Council reserves the right to withhold, withdraw or recover the grant if the body to which the grant is awarded ceases, its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application, or the funds are not used for the purposes stated in the application and within 12 months of receipt;
- The Council will require surplus funds to be returned;
- If a grant is awarded to an organisation the Council expect to receive recognition of that support.
- The Council's decision will be final.

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