

## 1. Introduction to Policy

1.1 A grant is a payment made by Templeton Parish Council (“the Parish Council”) to be used by an organisation or an individual for a specific purpose that will benefit the Parish or its residents. The Parish Council awards grants, at its discretion to organisations or individuals that can demonstrate a clear need for financial support in order to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports facilities;
- Improving the environment;
- Promoting the Parish of Templeton in a positive way.
- In the case of individual grants, they will be awarded to either under 18 year olds for educational purposes or an individual resident who plans to start an activity for the enhancement of the parish.

1.2 Section 137 of the Local Government Act 1972 empowers local Councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the Council’s opinion, the grant will benefit any part of its area or any of its inhabitants. In the past the Parish council has supported the Templeton Village Hall and Social Club with regular grants for specific projects. The Parish council will continue to support these projects through this policy.

## 2. The Grant Application Process

2.1 Applicants are required to complete a grant application form, available from the Parish Clerk ([clerk@templetonparishcouncil.org.uk](mailto:clerk@templetonparishcouncil.org.uk)) or from the Parish Council website (<https://www.templetonparishcouncil.org.uk>). All questions on the application form should be fully answered. In addition to the application form, applicants will need to provide the following supporting information in a covering letter:

- full details of the project or activity;
- explain how the grant will be of benefit to the local community within the Parish;
- demonstrate a clear need for the funding;
- in the case of an organisation, a copy of their written constitution or details of their aims and purpose and a copy of the previous year’s examined accounts;

2.2 All grant applications in respect of any given financial year of the Parish Council must be received by the Parish Clerk no later than the **1<sup>st</sup> November** immediately prior to the start of that financial year (the “application deadline”).

All grant applications received by the application deadline will be reviewed at the Parish Council's meeting immediately following the application deadline, whereupon the Parish Council will decide which grant applications to approve.

All such approvals are subject to receipt of the precept requested for the given financial year of the Parish Council. Any payments made in respect of successful grant applications will be made to the applicant or organisation when the Parish Clerk considers to be appropriate.

### **3. Conditions of Funding**

3.1 The applicant or organisation must be either a charitable organisation, a non-profit-oriented business, or other community-related organisation or an individual in the parish.

3.2 Grants will not be made retrospectively.

3.3 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

3.4 The administration of and accounting for any grant shall be the responsibility of the applicant.

3.5 All grant awards must be properly accounted for by the applicant and evidence of such expenditure should be supplied to the Parish Council where requested. Grants will range between £50 and £1000. Where the value of a grant awarded exceeds £200, a report must be provided by the applicant to the Parish Council within twelve months of the date of payment of the grant. This may take the form of a receipt, an annual report or set of accounts which clearly identifies the spending. This written report should be sent to the Parish Clerk. Applicants should be aware that this report becomes a document that members of the public have the right to inspect under the provisions of section 228 of the Local Government Act 1972.

3.6 An applicant or organisation should make a public acknowledgement of any grant awarded to it by the Parish Council.

3.7 Only one application for a grant will be considered from an applicant in any one financial year of the Parish Council.

3.8 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

3.9 Each grant application will be assessed on its own merits. The Parish Council reserves the right to refuse any application, or to approve an

application with a grant amount that is different from the amount that was requested.

3.10 The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

3.11 Any grant awarded by the Parish Council must only be used for the purpose for which it was awarded unless written approval from the Parish Council has been obtained for a change of use of the grant. Any unspent portion of the grant must be returned to the Parish Council by the end of the Parish Council's financial year in respect of which the grant was made, except where the Parish Council has agreed otherwise in writing.

3.12 Without prejudice to the process outlined in this policy, the Parish Council may make the award of a grant at any time that it considers to be appropriate in the event of any unforeseen circumstances.

3.13 Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance under the provisions of section 137 of the Local Government Act 1972.