

GRIMSTON PARISH COUNCIL

GRANT REQUEST AND DONATIONS POLICY

Introduction

Grimston Parish Council sets aside a sum of money each year to donate to causes in the parish as either a grant or a donation. The sum allocated is part of the annual precept the Parish Council collects from the electorate and is available for distribution from 1 April each year. The Parish Council grant scheme is governed, for the most part, by rules set out in the Local Government Act 1972 (section 137) which states that money spent must be provide direct benefit of the parish and be commensurate with the expenditure incurred.

Contributions may also be made to UK Charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the local area.

Policy

Applications will be accepted throughout the year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of Grimston and Pott Row. Expenditure under Section 137 must be authorised by resolution, minuted and identified in the end of year report.

Grimston Parish Council operate the following criteria:

- Only one application per organisation for a grant in each financial year
- The organisation must be non-profit making (and not an individual)
- Grants are not made retrospectively
- The organisation must be one that can demonstrate that it benefits the local community or members thereof.
- The organisation must demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed
- A set of audited accounts or suitable financial statement must be submitted to ensure there is a genuine need for a grant
- Organisations that have only recently set up and do not have audited accounts should provide a financial statement or plan regarding their proposed budget instead.
- Efforts to generate income from other sources must be demonstrated.

- A report on how the money was spent should be submitted to Grimston Parish Council with details of the outcome
- Where the Parish Council does provide financial assistance, it reserves the right to monitor the expenditure or to inspect purchased equipment.

Procedure

Although requests will be accepted throughout the year, organisations should note that it may be up to 3 months before requests will be decided. It is expected that a local organisation would send a representative to attend the meeting when the application is being considered. Requests for grants of a significant nature may not be possible due to budget constraints, but the Council can assist in identifying other funding sources.

Please note that any papers submitted to the Council may be made public.

The Clerk of the Council will inform the applicant of the Council's decision and arrange payment if successful or an explanation if the grant or donation was turned down. In cases where the project is dependent on funding from other sources, payment will be made once the other funds have been secured.

Should you be successful

- A written receipt or evidence must be provided by the organisation and a note to show the funds have been used for the purposes specified in the application.
- The Council reserves the right to require repayment in the event of the outcome not being achieved.

Grant / Donation application

If you consider your organisation is eligible to apply for a grant or donation please write to the Clerk ensuring that all the information required is enclosed with your request including your contact telephone and email details.

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