



Grant Awarding Policy & Terms

Cliffe & Cliffe Woods Parish Council

Policy & Procedure

1. Introduction

- 1.1. Cliffe & Cliffe Woods Parish Council (The Council) set aside a sum of money each financial year to be awarded in grants to organisations for projects and events that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for all grant awards.
- 1.2. A grant, donation or subsidy is any payment made by the council to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the council.
- 1.3. The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Cliffe and Cliffe Woods Parish Council area e.g. grants to a sport club, for a music festival or towards community celebrations of special events such as the Queen's Diamond Jubilee. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area.
- 1.4. To qualify for a grant, an organisation or individual must fully complete an application form available from the website or by contacting the Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the inhabitants of the parish of Cliffe & Cliffe Woods.
- 1.5. The Council will not normally make grants to organisations outside of the parish unless it can be demonstrated without doubt that there are direct benefits to the parish.
- 1.6. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Parish Council.
- 1.7. Other factors that the Parish Council will take into account when considering a grant application include;
 - 1.7.1. Whether the Parish Council has the power to make this grant.
 - 1.7.2. Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis.
 - 1.7.3. Whether the applicant has applied to other bodies for funding for the same project or event.
 - 1.7.4. Whether any surplus funds made from the event will be used to directly benefit the community.
- 1.8. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.
- 1.9. Grants will not be made retrospectively.



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2. Policy

- 2.1. The amount of the award will be at the discretion of the Parish Council.
- 2.2. All applications will be considered on their merits and will be considered along with other applications at a meeting of the Council.
- 2.3. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.
- 2.4. Grants can be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the parish where the benefit will be for this area.
- 2.5. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish or where there will be obvious benefit to the parish.
- 2.6. The purpose for which the grant is made must be in the interest of the parish or any part of it or all or some of the inhabitants of the parish. The benefit to the area or inhabitants must be commensurate with the expenditure.
- 2.7. Groups from outside the parish who can demonstrate direct benefit to the parish, or its inhabitants, are eligible to apply.
- 2.8. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- 2.9. Grants will not be awarded to or for any commercial venture for private gain.
- 2.10. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
- 2.11. All grants will be conditional upon submission of audited accounts and/or supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
- 2.12. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 2.13. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
- 2.14. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

3. Procedure

- 3.1. Requests for funding must be made by submission of a completed application sent to the Clerk either by email to clerk@cliffeandcliffewoods-pc.gov.uk or by post to the Parish Office (address found on the parish website).
- 3.2. Applications will be discussed at the next council meeting at which the agenda has not yet been finalised and in agreement with the Clerk as appropriate.
- 3.3. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.



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- 3.4. It is important that all questions on the application form are fully answered and that any appropriate additional information supporting an application is provided.
 - 3.5. The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise while the grant is being considered.
 - 3.6. If successful, the grant is made in a single payment unless otherwise agreed.
- 4. Assessment of Application Considerations**
- 4.1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants. This can include but is not limited to promoting 'community spirit' defined as seen fit by the council.
 - 4.2. Whether the costs are appropriate and realistic.
 - 4.3. What level of contributions has been, or will be, raised locally.
 - 4.4. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps a more appropriate source.
 - 4.5. The viability of the project.



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Terms & Conditions

1. Terms & Conditions Accepted Upon Application

- 1.1. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient individual, organisation or group will be required to repay the grant to the Parish Council in part or in whole as requested.
- 1.2. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. Any such terms applied to individual cases will be provided to the applicant in advance of acceptance of the grant and an agreement document signed by both parties (the Council and the applicant).
- 1.3. In all situations a written account of how the grant or subsidy has been used shall be submitted by the applicant to the Council with a copy of the invoice for the monies spent where possible.
- 1.4. In the case of organisations, end of year accounts shall be submitted to the Council clearly defining how the award has been used.
- 1.5. Individuals must provide proof of expenditure to the Council where practical.
- 1.6. If not spent in the timeframe specified on the application (without reasonable explanation as judged by the council), the council expect the full sum of the funds to be returned.
- 1.7. The Council reserves the right not to pay funds awarded in the event of evidence coming to light that the funds will not be used for the purpose specified on the application form.
- 1.8. Organisations that receive an award will be required to acknowledge the Parish Council's contribution on all publicity material.
- 1.9. Organisations that receive an award must itemise the award independent of other sums received by other organisations in their public financial accounts.
- 1.10. Applications will *not* be considered from:
 - Those intending to support or oppose any particular political party
 - Those that discriminate in any way according to the law.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- 1.11. The administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- 1.12. The submission of a signed grant application will be taken as the applicant's acceptance of the policy, procedure, terms & conditions as laid out in this document.

This policy was adopted by the Parish Council at its meeting on 16th May 2024



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