

HARGRAVE AND HUXLEY PARISH COUNCIL

Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Parish Council (PC) to be used by a third party organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the PC. The PC awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service or delivering a project
- Enhancing the quality of life
- Supporting the local community in a positive way

Reflecting on the above the PC may set a preferred theme for the grant awards for the year ahead.

It is important to note that all councils are required to make publicly available details of expenditure above £100. These details will be published on the PC website as part of the Parish Council meeting minutes

1. Grant Application Process

1.1 The PC has a limited budget each year and guidance may be given to applicants as to how much money is likely to be available for grants in a specific financial year.

1.2 Submission of detailed applications is required by 1st October of the financial year prior to the funds being required. The PC does however recognize that unforeseen funding may be sought during a financial year and will consider such exceptional application on their own merits

1.3 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should also be provided.

1.4 In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose,
- full details of the project or activity,
- demonstration of how the grant will benefit the local community within the Parish,
- the proportion or number of beneficiaries living in the Parish area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- Other monies applied for or being sought for a related purpose.

- 1.5 A PC Working group will be convened in October /November to consider the applications and information provided. This group will also identify what further information may be required. The working group will make an initial assessment based on the information to hand. Any PC member with involvement in any organisation submitting an application will need to declare an interest and abstain from the review/ selection process
- 1.6 Once any further requested information has been provided the PC Working Group will reconvene to collate all the necessary information from the applicants, ready for presentation and discussion at the appropriate Council meeting.
- 1.7 The grant applications will be reviewed at a full PC meeting, which the applicants will be invited to attend and may be asked to share any further background to their application and to answer any questions that the full PC may have. Any PC member with involvement in any organisation submitting an application will need to declare an interest and abstain from the review/ selection process
- 1.8 The Council will make the decision as to which grants to award and with what conditions as appropriate. The Council's decision is final. All applicants will be contacted following the PC's decision.

2. Conditions of Funding

- 2.1 The applying organisation must normally be either non-profit or charitable. However applications from public bodies with appreciable assets in the area that are made readily available to the whole community will also be considered.

Applications will not be considered from private organisations operated as a business to make a profit or surplus.

- 2.2 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds available are inadequate for a specified project.
- 2.3 Grants will be made to organisations and not individuals.
- 2.4 An organisation must have a bank account in its own name and not a personal bank account.
- 2.5 The administration of and accounting for any grant, shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure for the purpose applied for should be supplied to the Council as requested.
- 2.6 Only one application for a grant will normally be considered from each organisation in any one financial year. However it is recognised that exceptional circumstances or opportunities do occur and these will be considered on their merits and the funds available.
- 2.7 Grants will normally only be made, predominately for the benefit of residents or the parish of Hargrave and Huxley.
- 2.8 Grants will normally only be made for the year ahead and not retrospectively.
- 2.9 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 2.10 Each application will be assessed on its own merits.

- 2.11 The PC may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The PC reserves the right to refuse any grant application which it considers to be inappropriate or contrary to the objectives of the PC.
- 2.12 If the PC agree to match funding then the monies will normally only be provided once the balance of the match funding has been evidenced and within that financial year in which it was awarded.
- 2.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the PC has been obtained for a change in use of the grant monies. Any unspent portion of the grant for the purposes of which it was awarded, must be returned to the PC by the end of the financial year in which it was awarded.
- 2.14 The applicant/organisation in receipt of grant monies must provide evidence to the Parish Council that the money has been spent for the appropriate purpose, by no later than the 31st December in the year it is awarded.
- 2.15 All organisations that benefits from a PC grant award are expected to make reference to such, in any of their publicity or papers produced as part of their operation. This is for transparency and visibility of how this element of PC managed funds are used.
- 2.16 In the event of any unforeseen urgent event, the PC may make the award of any grant or subsidy as it considers appropriate.

Nothing contained herein shall prevent the PC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Adopted: 2nd November 2025
Next Review Date: October 2026