

Ilton Parish Council Small Grant Awards Policy

This policy aims to ensure that all grants awarded by Ilton Parish Council on behalf of Ilton Parishioners are made in a fair, open and accountable way with due consideration to the potential benefit to the community and its residents.

- 1 A grant is a payment made by Ilton Parish Council to an organisation for a specific purpose. There should be demonstrable benefit to the community and its residents.
- 2 Ilton Parish Council allocates an amount in its annual budget to support the community through the process of awarding grants.
- 3 Ilton Parish Council can lawfully issue grants pertaining to its statutory powers. This type of grant is usually given for those projects the Council have resolved to support, such as community venues and for some one-off grants for a specific project. Under Section 137 of the Local Government Act 1972, Ilton Parish Council has discretionary powers to award grants to local groups or organisations for the purposes of bringing a direct benefit to the Parish or its residents.
- 4 The grant application form (Annex A) requires detailed information about the event, project, charity or organisations for which the grant is requested. This is because the Council are responsible for ensuring that all grants are financially compliant. This can be through:
 - providing a service;
 - improving the quality of life;
 - involvement in recreation and/or sports;
 - enhancing the environment;
 - promoting the area and its history.
- 5 The process of awarding a grant is based on the principles of fairness, identification of a local need and showing accountability to the electors. Awarding of grants and values (£) are at the absolute discretion of the Parish Council. There is no guarantee that if an award is made in one financial year it will be awarded in subsequent years
- 6 Ilton Parish Council is unable to award grants to:
 - individuals (unless they are spear-heading a project or event)
 - businesses and commercial organisations
 - situations where Somerset Council have a statutory duty to support
 - political parties
- 7 Only one application for a grant can be considered from any organisation in each financial year and should be submitted to the Clerk to Ilton Parish Council.
- 8 Ilton Parish Council can only commit to the award of a grant within each financial year. Grants in ensuing financial years can only be made in response to new applications.
- 9 Grants cannot be made retrospectively.

- 10 Grant applications can only be considered if submitted on the Grant Application Form (Annex A).
- 11 The Parish Council reserves the right to ask for repayment of grant funds in the following circumstances:
- grant monies are not being used for the purpose specified on the application form;
 - grant monies have not been used within twelve months from the date awarded;
 - it is discovered that there is dishonest or misleading information on the grant application form, or
 - if the organisation ceases to exist, becomes insolvent, goes into administration, receivership, or liquidation,
- 12 Following receipt of an application, Ilton Parish Council may request a copy of the organisations latest certified financial accounts or bank statements.
- 13 **CONDITIONS OF SUPPORT**
- The Council may make the award of any grant subject to all or some of the following conditions.
 - The application must be made using the official application form.
 - Funding must only be used for the purpose agreed with the Parish Council and if all the monies are not spent on the items agreed, the balance must be returned.
 - Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
 - Funding must be spent within the financial year awarded and cannot be added wholly or partly to the organisation's reserves.
 - If project costs are more than anticipated on application, any shortfall must be met by the organisation.
 - In order to fully understand the project or activity, Parish Councillors may wish to visit the project or activity prior to the project or activity commencing. They may also wish to conduct a site visit once the funded project is underway.
 - The organisation must hold a UK bank account
- 14 The outcome of the application will be communicated to the requester after a decision has been made at a full Council meeting.

ANNEX A

ILTON PARISH COUNCIL

Clerk: Terry Heath

Contact clerk@IltonParishCouncil.gov.uk

**APPLICATION TO ILTON
PARISH COUNCIL FOR A
GRANT**

Your name:

Your organisation.....

Your address

.....

.....

Phone number:.....

Email:

Name on Bank Account.....

Sort Code.....

Account Number.....

1. Please describe what you want the grant for:

2. Please outline what benefit this will provide to the Community of Ilton

DRAFT

3. How much grant funding are you requesting?

4. How much funding are you providing?

5. What, in detail, do you envisage the grant being spent on? If you have quotes or examples, please include them.

Your signature:.....

Date:

Completed application to be sent to clerk@IltonParishCouncil.gov.uk