

# Pirbright Parish Council

## Grant Awarding Policy and Procedure

### Aims and Objectives

Pirbright Parish Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the Parish to benefit the people of Pirbright. These grants are limited and are made available to organisations that address a demonstrable need for assistance.

The Council acknowledges some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. All possible assistance will be given to such organisations.

Pirbright Parish Council will also:

- Publicise Grant Aid availability throughout the Parish.
- Review the Grant Aid budget on a regular basis and at least annually.
- Review on an annual basis the Policy and application process for awarding Grant Aid.

### Application process

Each application will be treated on its own merit. To ensure fair and proper consideration is given to all requests, the Council requires the following to be submitted:

- A completed application form describing, in detail, what the Grant Aid will support and identifying how this will benefit the residents of Pirbright.
- The most recent income and expenditure account, or in the case of a new venture/initiative a fully costed current plan with financial information.
- Constitution or rules of the organisation.
- A chart showing the roles individuals take in the organisation as positions of responsibility. Details of any additional funding secured or applied for, as well as any fundraising carried out.
- Any additional information the organisation considers will support their application.

### Applications criteria

Applications will only be accepted from charitable, voluntary and non-profitmaking organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's Grant Aid scheme.

Organisations should be located within Pirbright Parish, or if outside the boundary, their work should be of benefit to the Parish and its residents.

At present, the Council is prevented by statute from giving financial assistance to charities operating overseas or to a fund established to help persons outside the UK.

## **Type of Financial Assistance**

The Council may award a grant towards specific projects or purchases of equipment and will only consider revenue costs if it can be demonstrated, by evidence, that funding from the Council will have a positive effect on the Parish and/or its residents.

The Council will not contribute towards wages or salaries.

## **Deadline for Applications**

Applications should be submitted between 1<sup>st</sup> April and 31<sup>st</sup> October each year for receipt of grant monies the following year. Applications received outside of these dates will not be considered until the following year. This is for budgeting purposes.

During the period between the Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Council.

Applicants will be advised whether their application has been successful after the Council meeting during which the application was considered.

## **General Conditions**

Grants should be spent for the purpose and on the project/activity for which they were given, and the Council will expect due recognition and advertisement of any Grant Aid awarded.

Grants will not normally be made for money already spent.

Organisations receiving Grant Aid are required to provide the Council with a written report within four months of the award date. The report should detail how the funds were spent and how residents of Pirbright are benefitting from the Grant Aid. The report and photographs may also be included in the Council's newsletter or however the Council wishes to use it.

Organisations receiving Grant Aid may be invited to give a presentation to the Council.

## **Payment of the Grant**

Ordinarily, the grant will be paid at the start of the following financial year.