

Houghton and Wyton Parish Council – Parish Grants

Parish Grant Guidelines and Conditions of Funding

The Parish Council operates grant guidelines to ensure that we treat all grant applications fairly and equitably. The guidelines and conditions are:

1. Applications will be considered in **April** and **October**, but only one application per organisation may be submitted in any calendar year.
2. Applicant organisations should provide direct benefit to the Parish, and not discriminate on any grounds.
3. Some form of self-help by the applicant organisation must be demonstrated.
4. Applicant organisations must demonstrate that their organisation is viable and charitable or non-profit.
5. Applicants must demonstrate that other sources of funding have been investigated
6. The Parish Council must be able to verify that money is spent in accordance with the Grant conditions; any surplus must be returned to the Parish Council by the end of the financial year in which it was awarded.
7. **Audited or independently verified accounts should be presented to the Parish Council with the application. Receipts and invoices etc may be requested, particularly if large sums of cash are involved.**
8. Applications can only be for expenditure within the following 12 months. The Parish Council can give no guarantees of continuous funding, and each grant awarded is independent of any previous awards.
9. The Parish Council accepts no responsibility for any losses, liabilities or damages incurred by the organisation receiving the grant.
10. Grants are not normally given to National Charities.
11. The Parish Council *may* request that its representative is co-opted onto the applicant's organising committee.
12. Significant grants will typically be awarded to projects which provide a benefit (direct or indirect) to the local community and/or where the majority of recipients are residents.
13. The Parish Council may award any Grant or Subsidy as it considers appropriate in the event of any unforeseen urgent occurrence
14. Nothing contained herein shall prevent the Parish Council 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.

Applications

Applications should be made on our Parish Grant Application Form. Please ask if you need assistance or guidance in completing the form. Grant applications are considered at Parish Council meetings held on the first Wednesday of April and October, 7:00pm in The St Mary's Centre, Chapel Lane, Houghton.

A copy of the Parish Grant Application form can be downloaded from the Finance section of the Document Library on our website (www.houghtonwytonpc.co.uk). Or contact the Parish Clerk on 01480 467209 or clerk@houghtonwytonpc.co.uk

Advisory Notes:

- **Please ensure that a representative of the applicant attends the Parish Council meeting at which the application will be discussed to answer any questions that**

may arise.

- **It is recommended that organisations applying for grants have a Reserves Policy where appropriate. This is considered 'Best Practice' to enable the grantor and grantee to help substantiate the amount of grant to be applied for**
- **All grantees are responsible for compliance with HMRC regulations and other legal requirements**
- **Grantees who apply on an annual basis have an overriding responsibility to work together to reduce costs, eg event insurance, and the Parish Council may want to see evidence of cooperation and competitive tendering.**

July 2016