

# Grant Awarding Policy

## Introduction

Linton Parish Council is funded by its residents and therefore has only limited funds available to assist community organisations located and working in Linton for the benefit of the community.

Subject to funding being available the Council is committed to providing assistance and support to local community groups which are set up to promote community life for residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Linton Parish Council.

The Council are committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

In order for this Council to be able to assess applications rationally and objectively, all applications received will be assessed against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Linton. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Linton or will benefit the environment of Linton.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.

## Aims

Linton Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Parish's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by Parish residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Linton residents to the services it provides and funds.

- To improve or enhance the local environment.
- To achieve value for money.

## The Grants Process

To apply for a grant, you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community in Linton.

The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for small grants varies each year, depending on the overall council budget. In 2021/22 the Council awarded £3,000 to St Stephen's Primary School PFTA towards their Community Garden Project.

The Council particularly welcome applications from small or newly formed groups and those that have not applied to us before.

The Council use the following criteria to decide on grant applications:

- Whether the group/project has followed our grant process and met the requirements of this grant policy.
- Level of commensurate benefit to Linton and the impact the grant will make.
- Evidence of the group being well-managed, including previous experience and track record of delivering projects and services.
- Financial sustainability and viability of group and/or project.
- Confirmation of whether funding has been sought from other sources and the level of such funding obtained.
- Evidence of compliance with previous grant award conditions.

Linton Parish Council will not fund the following:

- Organisations that do not provide a service to the community in Linton.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.

- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

## The Application Process

Groups must apply for current year funding using the appropriate application form between 1st April and 31st August each year. The cut-off for future-year funding applications will be 31<sup>st</sup> October to allow adequate time to consider these applications before the budget setting process in December. Urgent applications for funding may be made at any point.

You may apply for a grant online using the application form on the Council website or alternatively you may request an application form via email.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

Urgent application will be considered for payment at the next available Full Council Meeting and applicant's will be notified of the Council's decision as soon as practicable.

Current year grant applications will be assessed and presented to the Council for consideration in September or October of each year, or by such other date as specified on the Council's website.

Future year grant applications will be considered in November / December each year in advance of the budget setting process.

All applicants will be notified of the Council's decision within four weeks of the decision date or as soon as is practicable.

## Payment timetable

Successful applicants for urgent grants will normally receive payment within 1 month of the grant decision.

Current-year grant applicants will receive their award in the November / December of the year of application.

Future year grant applicant will receive their award in the April / May following the year of their application.

Grants will be paid via Cheque, made out to the bank account of the named organisation.

## Monitoring and reporting requirements

It is a condition of the grant to fill in the evaluation form provided. Failure to do so, may affect any future grant funding applications.

It is requested that groups provide the Council with written evidence of what the grant money has been spent on and the benefit it has brought to the people of Linton. Such evidence of how the money has been spent can include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish Meeting.

## General grant conditions

- Grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation dis-band, or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.
- All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from Linton Parish Council and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.