

# Ixworth & Ixworth Thorpe Parish Council

## Grant Awarding Policy

### Purpose

This policy is designed to set out Ixworth and Ixworth Thorpe Parish Council's policy for awarding grants within the community. It will also include the procedure applicants will need to follow as well as the procedure the Parish Council will follow when assessing the suitability of the grant.

This policy complements the Ixworth and Ixworth Thorpe Parish Council General Privacy Notice. By submitting a Grant Application Form to the Parish Council, you agree for all personal details to be held and managed in accordance with this notice.

### Scope

This policy covers all donations, grants, payments or gifts made to an organisation for a specific purpose, not covered under any existing or separate scheme.

As a public body, Ixworth and Ixworth Thorpe Parish Council is bound by law and any grant issued under Section 137 must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it". In addition, Section 137 grants must also be able to demonstrate "the direct benefit should be commensurate with expenditure".

These standards will also be applied to any other grant or award, of any kind, made by Ixworth and Ixworth Thorpe Parish Council under this policy.

The exclusions and conditions listed in this policy are not exhaustive and all grants are issued at the absolute discretion of the Parish Council. There is no right to appeal.

Projects must have a demonstrable benefit to the Parish in one or more of the following ways

- Providing a service
- Enhancing quality of life
- Improving recreation or sports facilities
- Improving the environment
- Promoting the Parish of Ixworth and Ixworth Thorpe in a positive way

### Procedure

#### **1. Grant Applicants**

- 1.1. Organisations must complete the Grant Application Form (Appendix 1) and submit to the Parish Clerk.
- 1.2. All supporting documents detailed on the Grant Application Form must also be submitted at this time. If documentation is not available, please contact the Parish Clerk to discuss.
- 1.3. The Parish Council's decision will be communicated to the appropriate officer, only after the Parish Council has had sufficient time to discuss suitability.
- 1.4. The Parish Council reserves the right to defer decisions to a future meeting if additional information is required to make an informed decision. If this is not received, applications will be rejected and will need to be re-submitted with the additional information.

## **2. Parish Council**

- 2.1. The Parish Clerk will scrutinise the grant application, ensuring it is complete and able to be considered by the Parish Council.
- 2.2. All documentation will be provided to Councillors in advance of the meeting where it is to be discussed.
- 2.3. Grant applications will be discussed by the Full Council at the meetings of the Council in March and September.
- 2.4. Donation requests from a Charitable Organisation may be discussed when received and may or may not require a full grant application form to be completed.
- 2.5. Any Councillors with conflicts of interest will not partake in any discussion.
- 2.6. The Parish Council will assess the suitability of the grant, considering the standards detailed in this policy as well as the Council's power to make this grant.
- 2.7. The Clerk will be instructed to communicate their decision to the applying organisation.

## **Exclusions**

Ixworth and Ixworth Thorpe will not make grants in the following circumstances. This list is not exhaustive;

- Grants cannot be given to individuals.
- Religious groups applying for grants must demonstrate the benefit is both local and does not discriminate on the grounds of belief.
- Grants will not be given retrospectively, meaning any project underway is not eligible for funding under this policy.
- Organisations applying for a grant must be properly constituted, i.e., appointed officers.
- Grants must be used solely for the purpose detailed on the application – Any surplus or grant unable to be used must be returned to the Parish Council.
- Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of a principal authority.
- Organisations are not permitted to use grants to make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure. This includes, but is not limited to, running costs, staff costs, premises maintenance and general overheads.
- Grants are limited to one per organisation in one financial year.

## **Conditions**

- Any grant or award issued by the Parish Council must only be used to the purpose stated in the application. The Council reserve the right to reclaim any grant not being used for the specified purpose on the application.
- Prior approval from the Council must be obtained if the purpose of the grant needs to change.
- The Council reserves the right to request evidence of legal and statutory compliance.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with public money provided by the Council.
- Ixworth and Ixworth Thorpe Parish Council reserve the right to refuse any and all applications where the application checklist is not completed, in full. In addition, further information can be requested, and applications rejected if this is not supplied.
- No repeat applications will be accepted without a change in application or new information provided.

- Organisations or groups requesting grants in excess of £1,000 must provide evidence of an appropriate tendering procedure, consisting of at least three quotes or references to three catalogue listings. These should be dated and submitted alongside the application, where applicable
- No commitment will be made to ongoing donations – A new application must be made each year.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation.
- Organisations are responsible for ensuring they are in compliance with all legal and statutory requirements.
- The Council reserves the right to monitor the use of the grant and the organisation will allow reasonable access to the premises or account upon request from the Parish Clerk.
- After completion of the project, the Parish Council reserves the right to see evidence of how public money benefitted the parishioners. Failure to provide this evidence may result in the grant being reclaimed.

Should any of these conditions not be met, it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

## **Appendix**

On the following page is the Grant Application Form, in full.

# ***Ixworth and Ixworth Thorpe Parish Council***

## **Grant Application Form**

Name of Organisation & Correspondence Address .....  
.....  
.....  
E-mail (preferred) - .....

### **Details of person making the application**

Name: Position:  
Telephone: Email:

### **Details of the organisation**

Website: Charity No:  
(if applicable)

**Brief description of your group/organisation's main purposes/activities  
(additional sheets can be submitted)**

**Please provide the number, or percentage of members that belong to the organisation *and* live within the Ixworth and Ixworth Thorpe Parish Council area**

**Details of any restrictions placed on who can use/access the organisation's services**

### **Details of the project**

**Please give an outline of the project for which the grant is requested?  
(additional sheets can be submitted)**

**How will residents of Ixworth and Ixworth Thorpe benefit?**

**How will this benefit be measured?**

<b>Funding details</b>			
<b>Total cost of project</b>		<b>Amount of grant requested</b>	
<b>Have you received, applied or intend to apply for funding from any other source for this project?</b>			<b>YES/NO</b>

**If yes, who have you applied to or who do you intend to apply to? Please provide details of the success/failure of the application and amount requested.**

**How much of the total cost do your group/organisation intend to raise yourself and how?**

**If successful, how will the grant be used to support this project?**

<b>Name on bank account to which money should be paid:</b>	
In accordance with Parish Council policy, money cannot be paid to individuals	
<b>Bank Name:</b>	
<b>Sort Code:</b>	
<b>Account Number:</b>	

## **Application Checklist**

**Please tick to confirm you have included the following documentation with your application. If not applicable, please enter n/a**

Full and complete copies of your annual accounts for the last financial year.  
Where accounts are not annualised, six months bank of statements will be accepted if signed by a member of your organisation and their position stated  
Detailed budget plan and supporting evidence  
Copy of your organisation's Constitution, Terms of Reference or Rules  
Evidence, such as minutes, of when this project and grant application were agreed by the organisation  
Evidence of any other awards towards the project e.g., lottery funding, other bodies  
For grants in excess of £1,000, evidence of tendering procedures


## **Declaration**

**Please ensure the person signing below has the appropriate authority to do so on behalf of your organisation.**

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Ixworth and Ixworth Thorpe Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to provide copies of receipts and invoices, etc. as required to Ixworth and Ixworth Thorpe Parish Council to confirm exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Ixworth and Ixworth Thorpe Parish Council and my organisation will not be able to apply for any future grants in the following circumstances;

- A false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated.
- If the proposed project does not proceed or is abandoned for any reason.
- The project or organisation is found to be operating without appropriate legal and statutory arrangements in place.
- If the organisation disbands during the period of the grant.
- If the organisation fails to provide transparency of how the money was used or fails to report the benefit when requested to do so or does not comply with any other conditions stipulated in the award.

Signed: .....

Print Name: .....

Position in the organisation: .....

Date: .....