

# Grant Awarding Policy

POLICY REVIEW	
Signed	
Minute reference	FUL/150/21/22
Date ratified	7 <sup>th</sup> February 2022
Date of next review	7 <sup>th</sup> February 2023

## 1 Definition

- 1.1 A grant is any payment made by the council to be used by an organisation for a specific purpose that will benefit Theale Parish, or residents of Theale Parish, and which is not directly controlled or administered by the council.
- 1.2 This policy does not apply to any expenditure made under section 137 of the Local Government Act 1972.

## 2 Council's priorities for awarding grants

- 2.1 The council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:
  - a providing a service
  - b enhancing the quality of life
  - c improving the environment or
  - d promoting Theale Parish in a positive way.

## 3 Grant application process for awards over £250

- 3.1 The clerk will receive all applications, then collate all the necessary information from the applicants ready for presentation and discussion at the appropriate council meeting.
- 3.2 Applicants will be required to complete an application form (see Appendix: Grant Application Form). All questions on the application form should be answered. Additional information which supports an application should also be provided.
- 3.3 In addition to the application form, organisations will be required to provide:
  - a full and complete copies of your signed and audited accounts for the past two years (if your organisation has been in existence for that period)
  - b bank statements for the last three months, signed by a member of your organisation, indicating their position
  - c a detailed budget plan and supporting evidence
  - d a copy of your organisation's constitution, terms of reference or rules and
  - e evidence of any other awards towards the project.
- 3.4 The council will expect to receive in writing to the clerk any expression of interest for a possible grant application exceeding £100 by 30<sup>th</sup> September of the financial year prior

to the funds being required to consider budget provision. Submission of application is required by 31<sup>st</sup> November of the financial year prior to the funds being required.

- 3.5 The council will make the decision on which grants to award. All applicants will be contacted following the council's decision.
- 3.6 The council has a limited budget each year and guidance can be given to applicants on how much money is likely to be available in a specific financial year.

## **4 Conditions of funding**

- 4.1 The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 4.2 Grants will not be made to individuals.
- 4.3 Grants will not be made retrospectively.
- 4.4 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from the national bodies, or the funds available are inadequate for a specific project.
- 4.5 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 4.6 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the council as requested.
- 4.7 Only one application for a grant will be considered from each organisation in any one financial year.
- 4.8 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 4.9 Each application will be assessed on its own merits.
- 4.10 The council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.
- 4.11 Any grant must only be used for the purpose for which it was awarded unless the written approval of the council has been obtained for a change in use of the grant money, and that any unspent portion of the grant must be returned to the council by the end of the financial year in which it was awarded.
- 4.12 The council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 4.13 Nothing contained herein shall prevent the 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 section 137 of the Local Government Act 1972.

## **5 Annual Parish Meeting**

- 5.1 Any organisation in receipt of a grant from the parish council exceeding £250 will be required to attend the next annual parish meeting (on some day between 1<sup>st</sup> March and 1<sup>st</sup> June) and present a brief report to the parishioners on how the grant has benefitted the organisation and its beneficiaries. In exceptional circumstances and with the consent of the parish council, a written report will be accepted instead.

## **6 Progress reports**

- 6.1 Halfway through and at the end of the financial year, any organisation in receipt of a grant exceeding £250 will be required to provide written reports to the parish council on how the grant project is proceeding and how the money is being spent.

## **7 Awards of £250 or less**

- 7.1 Grants of £250 or less may be awarded at the discretion of the parish council at any time of the year.
- 7.2 Such grants need not adhere to the sections 3 to 6 above. However, grants should align with the priorities listed in section 2.

# Appendix: Grant Application Form

Name of organisation	
Contact name	
Position	
Address	
Postcode	
Telephone	
Email	
Website (if applicable)	
Is your organisation a registered charity?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please provide charity number	
Brief description of your organisation, its aims and its mains activities	

Please provide the number or percentage of members that belong to your organisation and live within Theale Parish

Details of any restrictions placed on who can access your organisation's services

Project for which the grant is required

How will this project benefit the parishioners of Theale?

Total cost of project

Amount of grant requested

Have you received, applied or intend to apply for funding from any other source(s) for this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please provide details including: name(s) of organisation(s), amount(s) requested and success/failure of application(s)	
How much of the total cost of the project does your organisation intend to raise itself and how?	

## Declaration

Please check you have included the following documentation with your application:

- a full and complete copies of your signed and audited accounts for the past two years (if your organisation has been in existence for that period)
- b bank statements for the last three months, signed by a member of your organisation, indicating their position
- c a detailed budget plan and supporting evidence
- d a copy of your organisation's constitution, terms of reference or rules and
- e evidence of any other awards towards the project.

Please sign the following declaration and return this form together with all required supporting documentation to:

Clerk to Theale Parish Council  
 The Pavilion  
 Englefield Road  
 Theale  
 Berkshire  
 RG7 5AS

[enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)

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

- I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Theale 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 council's Grant Awarding Policy.
  
- I confirm that the proposed project is lawful and conforms to any rules governing our organisation. I further agree to providing copies of receipts, invoices and anything else as required to Theale Parish Council to confirm how exactly the money has been spent if the application is successful.
  
- I understand that all money awarded must be repaid to Theale Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:
  - a if a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
  - b if the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant
  - c if the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

Signed	
Name	
Position in organisation	
Date	