

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

Grant Award Policy and Procedures

Introduction

The parish council is able to award grants, at its discretion, to organisations for any specific project that will benefit the parish or any part of it or some or all of the residents of the parish.

Applicants should consider when making their application that the Parish Council has a statutory limit on the amount it can spend in total in any one year for this purpose.

This amount changes slightly from year to year but for 2023/24 the total the Council is able to award is £9.93 per elector – approximately £3,100.

Given its limited funds, the Council will expect, where applicable, that the applicant body also make a financial contribution toward the proposed project.

Eligibility criteria

The following criteria must be met for an application to be considered:

1. Grants **must be** for a project that is in the interest of, or will directly benefit, all or part of the parish of South Hinksey or some or all of its parishioners.
2. The grant amount requested **must be** proportional to the direct benefit to the parish or parishioners.
3. The applicant **must be** a charity, voluntary or community organisation.
4. The grant **must not** be for a purpose for which there is a statutory duty upon another local or central government to fund or provide.
5. The project **must** meet the principles of the Council's policy on equal opportunities.

Application guidance

The Council is more likely to award grants to applicants who can demonstrate the following in their application:

1. Other avenues of funding have been considered and explored.

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2. The applicant has sought good value for money when tendering for products and services.
3. The budget for the project is achievable.
4. The timetable for the project is achievable and expenditure of the grant monies will be within 12 months of receipt of the grant.
5. Evidence of the stated outcome of the project and benefit to the parish or parishioners.

Application process

1. Complete and sign the accompanying grant application form and send it to the Parish Clerk by post or email:
clerk@southhinksey-pc.gov.uk.
2. The Council will consider the application at its next monthly Council meeting.
3. Applicants will be informed of the Council's decision in the week following the Council meeting.

Conditions

1. The grant award must only be used for the purpose stated in the application, and any unspent monies must be returned the Council. The Council will request proof of expenditure.
2. The Council may withdraw its funding if the project significantly exceeds its projected timetable.
3. The applicant must ensure that it has carried out relevant risk assessments and has in place any necessary insurance.
4. The applicant must, where appropriate, carry out an assessment of the risk of the project on crime in the parish.
5. The Council may ask for recognition from successful applicants in any publicity regarding the project.
6. The applicant must ensure that the project and its outcomes are in accordance with the principles of South Hinksey Parish Council's equal opportunities policy:

South Hinksey Parish Council is committed to equal opportunities for all sectors of the community. It is the policy of the Council to ensure that no service user, employee, job applicant or other person associated with the Council receives

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less favourable treatment on the grounds of age, colour, race, disability or impairment, marital status, nationality, religion, sex, or sexuality.

This Grant Award Policy was adopted by South Hinksey Parish Council on [insert date].

draft

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