

Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

Policy & Application for Grant Funding

Date Approved: November 2022

Renewal Date: November 2023

1. Background

Under Section 137 of the Local Government Act 1972, the Council has discretionary powers to award grants to local groups or organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”. It is also a requirement that where a grant of more than £2000 is made using Section 137 then the Council is required to demand that the recipient provides, as a condition of the grant, an account of how the grant has been used.

2. Purpose

The Parish Council may award grants, at its absolute discretion, to voluntary or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life,
- improving recreation or sports facilities
- improving the environment
- promoting the Parish of Abinger in a positive way.

3. Eligibility

The Parish Council will not award grants to:

- private individuals
- commercial organisations
- purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- regional or national organisations unless their activities provide an identifiable benefit to local residents
- political parties
- religious organisations: unless for a purpose which does not discriminate on grounds of belief.

4. Criteria for Making Grant Aid to an Organisation

- Any organisation, club or society that wishes to make an application for Grant aid must submit a fully completed application form.
- All applications must identify how the Grant aid will benefit the residents of the Council.
- The organisation, club or society must be non-profit making.
- All applications above £250 must be accompanied by the most recent Annual Accounts and a copy of the most recent bank statement.
- Each application must state the names of any other organisations to which an application for Grant aid has been made.

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- Abinger Parish Council (the Council) will use the criteria set by Ministry of Housing, Communities & Local Government to determine the maximum amount grant aid that will be available on a bi-annual basis
- Grants cannot be awarded after the relevant project or event has been completed.

5. Application Procedure

- Applicants must answer all the questions on the application form and provide the necessary details as requested.
- Receipts for all transactions that have been made with the Grant aid must be provided to the Parish Council with 28 days upon request.
- Applications for grants up to the value of £250 may be made anytime of the year.
- Applications for grants over the value of £250 are invited by the end of April for consideration at the Council meeting in May and by the end of August for consideration at the Council meeting in September.
- Applications outside these times may be considered at the Council's discretion and providing any limits on a bi-annual basis have not been reached.
- All applicants will be notified regardless of application outcome.
- Successful applications will be recorded in the Council meeting minutes.
- Grants must be spent within 12 months of issue.

6. Processing/Awarding Grant Requests

- Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards.
- Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.
- The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council
- Any grant that the Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant by the Council should not in any way be taken as any authorisation.
- Grants will be paid by cheque

Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

- 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

7. Successful Applications

- A grant award must only be used for the purpose stated in the application. If the organisation is unable to use the money, or a part of it, for the purpose stated then all monies, or the unspent part of such monies, must be returned to the Parish Council. The Parish Council may request proof of expenditure.
- Where equipment is funded or gifted to an organisation, the Parish Council will require that it be insured and maintained at the expense of the user.
- The Council will request immediate repayment of any Grant aid, and pursue all costs, if it is felt any criteria has not been adhered to.

8. Promotion

- The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.
- Where appropriate, the Parish Council may require a notice to be affixed to equipment which it has funded.

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Application Form

Name of Organisation		Telephone	
Registered Charity	Y/N Number:	Mobile	
Applicant Name			
Address of Organisation		email	
		Website	
		Amount applied for	£
Date of application		Total amount required	£

Grant Purpose and how it will benefit parish (please continue on separate sheet if necessary)	Office Use	Y/N
Please confirm when the project is due to commence and, if granted, when the grant will be spent		
Please give details of other grants applied for, whether they have been successful, and amounts secured		
Total amount already secured	£	
Declaration I hereby make this application of behalf of the above organisation. All information given is true to my best knowledge. I understand should any part of the criteria stated in sections 3 or 4 are not adhered to and or any information supplied is found to be given falsely my application and any offers made as a result may be withdrawn at anytime. Signed by (Print/Sign)		

Office use

Grant heard (date)		Date notified	
Financials verified (Accounts/Bank)		Grant receipts required by	
Proposed & seconded by (initial)		Grant receipts observed by	
Amount approved (£) enter 0 if reject		Copies attached & date	Y / N Date
To be paid (date)		Grant closed (date)	