



Kingsnorth Parish Council

Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an applicant for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion, to applicants who can demonstrate a clear need for financial support to benefit the Parish.

Objectives

The project receiving a grant should contribute to at least one of the below Parish objectives.

- a) Provide or enhance a service
- b) Enhancing quality of life
- c) Improving recreation and/or sports
- d) Improving the environment
- e) Promoting the Parish in a positive way

Eligibility Criteria

The Parish Council will not award grants to-

- a) Commercial organisation
- b) Political parties
- c) Religious organisations, unless for a purpose which does not discriminate on grounds of belief
- d) Applications from applicants with parent or 'umbrella' groups with available national funding will not normally be considered
- e) Purposes for which there is a statutory duty upon other government bodies to fund or provide

Nor for-

- f) the benefit of an individual(s)
- g) Purposes of loan repayments, paying rent, council tax, utilities, insurance costs (other than public liability) or projects with high ongoing maintenance costs
- h) Applications seeking in excess of 30% of the total grant funds available in any single financial year. An applicant may apply for grants more than once in a financial year but in total they may not receive in excess of 30% of the grant funds of the PC's Budget.
- i) Ongoing commitments, grants over multiple future years will not be made. A fresh application will be required each year.
- j) Retrospective applications, where an event or activity has already occurred will not be considered.
- k) applications seeking less than £100

When

Applications made for grants below £5000 may be made at any time of the year. Provided there are enough funds in the budget available.

For larger grants the Council will expect to receive in writing to the manager any expression of Interest by 30 September of the financial year prior to the funds being required, in order that budget provision can be considered.

Making a valid application

- Complete an application form
- Supply relevant additional information
- A copy of their written constitution (or details of aims and purpose)
- Full details of project
- Identify outcomes and beneficiaries
- Demonstrate need for funding
- Show how outcomes will be sustained
- Supply previous years accounts or / and a budget or business plan
- Demonstrate value for money
- Detail banking arrangements (to understand financial controls)
- Submit to the Parish Manager

Once received the application will then be considered at Finance Committee.

Assessment Criteria

- Applications will be assessed on their own merits, subject to the right to consider the history and outcomes of any previous applications made by the applicant.
- The Council will consider:
 - How well the project meets the needs of the local community and Parish objectives
 - The nature of the benefit and number of residents of the Parish who will benefit
 - How effectively the group will use the grant
 - Whether the costs are appropriate and realistic
 - The proportion of contributions which have been, or will be, raised towards the scheme
 - Should the applicant reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
 - How the group is managed, as indicated by its constitution
 - In the case of larger projects, is the proposal sustainable in the long term
- Have regard to its duties under:
 - The Equalities Act
 - The Natural Environment and Rural Communities Act (Biodiversity Duty)
 - The Crime and Disorder Act
- Applications from individuals will only be considered if they will bring clear and positive benefit(s) to the parish community. The Committee will scrutinise individual applications.

Grants that do not meet all the criteria may be awarded, however there is a general expectation that applications for larger grants will fall within the criteria. Some flexibility may be applied for lesser grants, at the Parish Councils discretion. Similarly, the Council may apply such flexibility as it considers appropriate in the event of any unforeseen or urgent event.

Decision and Award

- The council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. For example, 'no disposal of a significant asset purchased with grant funds without the written consent of the council'.
- The council may make the award of any grant for only part of the amount sought by the applicant.
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- Any grant must 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 monies
- Any unspent portion of the grant must be returned to the Council promptly
- The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

Monitoring and Reporting

- a) For grants over £5,000 a councillor will be designated to liaise with the organization and attend such meetings as are required during the implementation of the project.
- b) You must begin to deliver your project within 12 months of the grant award payment
- c) 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, for at least 3 years after the award of the grant.
- d) Successful applicants should provide a report at the Annual Parish Council Meeting (in May) to show how the money was spent. At other times, further information, including photographs, should be made available to the Manager for sharing via the Newsletter and website. Organisations should refer to the Council grant when reporting through their own routine publicity channels and provide copies to the Manager.
- e) The Parish Council will regularly assess the impacts and outcomes of grants awarded and report each year.

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 provision of the Local Government Act 1972, Section 137.



Kingsnorth Parish Council

Grant Application Form

Please complete the form clearly in black ink and keep the writing within the boxes.
Continue another sheet of paper if necessary.

YOUR ORGANISATION	
Name of organisation	
Address of organisation	
Website or social media pages etc. of the organisation	
Summary of aims and objectives	
Age / demographic / social groups specifically catered for, if any	
Is the organisation a non-profit making body?	
Is the organisation a Registered Charity? (if so, please give registration number)	
Number of members in the organisation	
Number of members resident in Kingsnorth	
Is membership restricted in any way?	
Do you charge a membership fee, or charge for access to activities? If so, please give details	
DETAILS OF GRANT APPLIED FOR	
Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).	

Explain how Kingsnorth residents will benefit from this project?

Does your project require any licenses or permissions? Have these been granted or when are they anticipated to be granted?

When do you anticipate the project will start?

When do you anticipate the project will complete or be implemented?

Are you VAT registered for this project and if so, please give details of your VAT registration number?

Total cost of project

Amount of grant requested

Funds available from organisation's own resources

Funds granted from other bodies (please give details)

If there is a shortfall in these figures, how do you propose to fund the deficiency?

PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Parish Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful
1.4.19 – 31.3.20			Yes / No
1.4.18 – 31.3.19			Yes / No
1.4.17 – 31.3.18			Yes / No
1.4.16 – 31.3.17			Yes / No
1.4.15 – 31.3.16			Yes / No

CONTACT

Contact Name		Tel Number	
Address (if different to the above)		Email Address	

DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation named.

I confirm that I have read the Parish Councils Grant Awarding Policy

I certify that the information provided is correct.

I enclose the following documents in support of this application:

- a) a copy of our constitution
- b) most recent set of audited accounts
- c) quotations/estimates.
- d) details of the bank name, address, sort code and account number to receive funds should a grant be successful.

I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted and will be returned to the Parish Council if it is not required for that purpose.

Signed	Date
Name (please print)	
Capacity in which signed	
If your application is successful, please indicate the named bank account so we can transfer monies by BACs. <i>N.B. Payment can only be made to the organisation's bank account not an individual.</i>	

DATA PRIVACY NOTICE

Kingsnorth Parish Council only undertakes the processing of personal data necessary to perform the contract for services with you.

When you apply for Financial Assistance the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to:

Kingsnorth Parish Council, Kingsnorth Sports Pavilion, Church Hill, Ashford TN23 3EF

(Please ensure the correct postage is applied for the size of the envelope used)

For office use only:

Acknowledged		Decision	
Statutory power		Informed	
Committee date		Date paid and Payment Ref	