



### Introduction

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants.

### Policy

The Parish Council awards grants at its absolute discretion, to 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 the environment and promoting the Parish in a positive way.

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.
- Political parties.
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive, and may be added to at the council’s discretion.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

### Application Procedure

Organisations requesting financial assistance are required to submit an application in writing at the earliest opportunity along with a minimum of 2 quotations. The application form is attached to the Grants Policy and will aid the council in considering the application.

The Parish Council would like to hear back from any successful grant applications as to any progress and/or community benefit.

The Parish Council may also request the following information from organisations applying for grants;

- Copies of their last year end accounts (if appropriate).
- The number, or percentage, of members that belong to the organisation and that live within the Parish Area.
- Details of any restrictions placed on who can use/access their services.
- Confirmation that the organisation complies with the Parish Council’s Equal Opportunities Policy, or give details of their own policy.
- Confirmation that an active Youth Policy is being pursued.

### **Assessment Procedure**

At the Parish Council's specific annual budgeting meeting, an amount will be set from which grants will be awarded during the following financial year and may be subject to a maximum individual amount. This amount will principally be for grant requests that have been received by the Parish Council in accordance with the application procedure, and which it envisages may be granted. Any amount included within the budget for an application does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Parish Council.

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, and the geographical spread within the parish. 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.

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.

### **Successful Applications**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from the Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

# Pennington Parish Council



## Grants Policy GRANT APPLICATION FORM

Please complete this form and attach any relevant supporting documents.

Completed forms should be returned to:  
Clerk to the Parish Council  
26 Moorgarth, Swarthmoor, Ulverston, Cumbria, LA12 0HX  
[penningtonpc@yahoo.co.uk](mailto:penningtonpc@yahoo.co.uk)

<b>Name of Organisation</b>	_____
<b>Contact details</b>	_____
<b>Position in the organisation</b>	_____
<b>Telephone number</b>	_____
<b>Email</b>	_____
<b>Is the organisation a registered charity?</b>	_____
<b>If yes, charity number</b>	_____
<b>Project that funds are required for (Please use a separate sheet if necessary)</b>	_____
<b>Total cost of project (Please attach quotes)</b>	_____
<b>Have additional funds been requested from other sources?</b>	_____
<b>If yes, success/ failure of application</b>	_____
<b>Amount of additional funding received/ requested</b>	_____
<b>Amount requested from the Parish Council</b>	_____
<b>When are the funds required</b>	_____