



Kingston Parish Council

Grant Award Policy

Agreed at June 2021 meeting – Agenda item 9d

1. Introduction to Policy

- 1.1 A grant is a payment made by the Parish Council to be used by an organisation for a specific purpose that will benefit Kingston Parish, or residents of Kingston Parish, and is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:-
- Providing a service;
 - Enhancing quality of life;
 - Improving recreation and/or sports;
 - Improving the environment;
 - Promoting the Parish of Kingston in a positive way;
- 1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making powers exist in other legislation and where, in the Council's opinion, the grant will benefit and part of its area or any of its inhabitants.

2. Grant Application Process

- 2.1 The Parish Clerk will receive all applications in the first instance and will then collate all necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
- 2.2 Applicants will be required to complete an application form, available from the Parish Clerk, or from the Parish Council's website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 2.3 In addition to the application form, organisations will be required to provide the following supporting information:-
- A copy of their written constitution or details of their aims and purpose;
 - Demonstration of a clear need for funding;
 - A copy of the previous year's accounts, or for new initiatives, a detailed budget and business plan;
- 2.4 The Council offers two funding application cycles during the financial year- 1st July to 31st August and 1st December to 28th/29th February. All applications and supporting documentation submitted after the deadline will be carried forward to the next funding cycle.
- 2.5 The Council will be notified of all applications received and will review all valid grant applications. The Council will make the final decision on which grants to award at the subsequent Council meeting. All applicants will be contacted following the Council's decision. Normally grants will be paid in October and April and

successful applicants will be expected to provide a brief report on how funds and been spent at the Annual Parish Meeting (normally held in May).

- 2.6 Funds available are limited and guidance can be given to applicants by the Clerk where required (although please note this is for guidance purposes only and is not an indication of support or of the actual funds available).

3. Conditions of Funding

- 3.1 The applicant organisation must be either a non-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 3.2 Grants will not be made to projects that discriminate on any grounds.
- 3.3 Grants will not be made to individuals.
- 3.4 Grants will not be made retrospectively.
- 3.5 An organisation should have a bank account in its own name. Payment will be made to the organisation, not an individual.
- 3.6 The administration of an accounting of any grant shall be the responsibility of the recipient.
- 3.7 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant exceeds £1000, a report must be provided to the Council within 12 months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report has to be deposited with the Parish Clerk. Applicants should be aware that this becomes a document which members of the public have the right to inspect under the provisions of Section 228 of the Local Government Act 1972. The Council may extend the reporting condition to other grant recipients as part of the award process.
- 3.8 A public acknowledgement of any grant should be made by the recipient.
- 3.9 Only one application for a grant will be considered for each applicant in a funding cycle.
- 3.10 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.
- 3.11 Each application will be assessed on its own merits.
- 3.12 The Council may make the award of any grant subject to additional conditions and requirements as it considers appropriate. The Council reserve the right to grant, decline or partially fund applications depending on the nature of the application and funds available.
- 3.13 Any grant must only be used for the purpose for which it was awarded unless written approval of the Council has been obtained for a change of use of the grant monies. Any organisation who misuse grant monies for a purpose not previously approved

will be expected to repay the grant in full to the Council by the end of the financial year in which it was awarded.

Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year. All returned monies will be ring-fenced for expenditure in future grant cycles.

- 3.14 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 3.15 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect to providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972 Section 137.

If you have any further questions, please contact the Clerk using the contact details below:

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