



## **Grant Awarding Policy**

### **Introduction**

In previous years Shinfield Parish Council (SPC) has considered grants as they were received during the year. The Council has decided however, it is more equitable to consider applications at the same time so that each may be considered on its respective merits.

2023 is the first year in which this new annual grant award approach will be applied.

### **The Aims and Objectives of the Award Scheme**

The Award scheme is intended to help local organisations (or regional/larger organisations with clear activities within the Parish) provide benefits for local residents. In particular, the scheme is intended to help launch new initiatives or activities that would not otherwise take place. While the Council may still choose to make awards for existing running costs, the preference is to help new initiatives.

### **Timetable**

Applications must be received by noon on 30<sup>th</sup> June 2023.

Meeting to consider applications to take place in July (date TBC) – applicants will be offered the opportunity to attend and make presentation no longer than five minutes

Applicants will be advised of the outcome no later than 31<sup>st</sup> July 2023.

### **Information Checking**

If applications are received by the Clerk no later than noon on Friday 23<sup>rd</sup> June, they will be reviewed to ensure that they have included all relevant information and to allow any additional information that may be useful to be provided before noon on 30<sup>th</sup> June 2023.

### **The Awards Panel**

The Awards Panel will be a specially convened meeting of the Council's Finance & General Purposes Committee

### **Terms & Conditions of Grant Awards**

- SPC awards grants, at its discretion, to
  - Charities
    - With preference given, in order, to
      - Local charities
      - National Charities with a significant parish presence
      - Other national charities
  - Volunteer organisations
  - Sports Clubs
  - Not for profit organisations
  - Social Enterprises
  - Religious organisations
    - provided it is for a purpose which does not discriminate on grounds of belief
  - Other worthy causes (as determined by SPC)
    - This may include residents coming together purely for a specific cause
- Applicants must demonstrate
  - A clear need for financial support
  - That the grant does not solely or largely support their normal ongoing operations
    - Preference will be given to new initiatives
- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by achieving one or more of the following:
  - Providing a service for all or specific groups of residents
  - Enhancing the quality of life of residents
  - Improving cultural, recreation or sports facilities
  - Improving the environment (by activities within the parish)
  - Promoting the parish in a positive way
- SPC will NOT award grants:
  - To private individuals
  - To commercial organisations
  - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
  - To political parties
  - To religious organisations unless for a purpose which does not discriminate on grounds of belief
  - To any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable.
    - This list is not exclusive and may be added to at the council's discretion

➤ Financial Criteria

- Grant awards will not exceed £5,000
  - Any organisation wishing to request a grant of more than £5,000 should contact the Clerk for further information
- Grant payments will only be made to named organisations
  - Grants will be paid by bank transfer to the organisation (no payments made to individual bank accounts)
    - Where residents come together to make a grant application, they must, if successful, create a bank account for the purpose before any funds are paid over
- The applicant will be responsible for the administration (including monitoring and reporting back to SPC) and accounting of any grant awarded

➤ Other Criteria

- A successful award in any financial year does not guarantee that a grant would be made in any subsequent year
- Any grant must only be used for the purpose(s) specified in the grant application
  - Any unspent portion of the grant should be returned to SPC no later than 12 months from the date of the awarding of the grant
    - F&GP committee may approve the grant award to be carried over beyond the 12 month period.
      - The maximum extension will be 12 months (i.e. to no later than 24 months from the date of the award)
        - No further extension will be permitted
- Grants will not be made retrospectively
- Successful applicants will be required to submit a feedback form in respect of their grant no later than 12 months after notification of the grant award
  - Should the activity continue beyond that period, interim updates should be provided every six months

### **Right of Appeal**

There is no right of appeal for any application which:

- Is deemed not to have met the application criteria
  - It is the applicant's responsibility to ensure they submit a valid application and if they have any doubts or concerns to seek clarification from the Clerk no later than one week before the deadline for submission
- Is not awarded a grant, or
- Is awarded a grant of less value than the sum requested