



# Lyng Parish Council Grant Award Policy

This policy was adopted by Lyng Parish Council at its meeting held on 12<sup>th</sup> October 2022

## Introduction

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, which is not directly controlled or administered by the Parish Council.

## Policy

The Parish Council awards grants, at its absolute discretion, to non-profit 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 the environment
- Promoting the Parish of Lyng 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 or provide
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- Projects which discriminate on any grounds
- Political parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

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

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

Grants will not be made retrospectively.

## Application Procedure

1. The Clerk of the Council will receive all applications in the first instance and then collate all the necessary information relating to the application ready for presentation and discussion at the appropriate Council meeting.
2. Applications will be required to complete the Grant Application Form, available from the Clerk (email; [lyngpcclerk@gmail.com](mailto:lyngpcclerk@gmail.com)) or the Parish website [www.lyngparishcouncil.org.uk](http://www.lyngparishcouncil.org.uk). All questions on the application form should be fully answered and supporting information provided.
3. In addition to the application form, organisations will be required to provide the following supporting information:
  - Details of the organisations aims and purpose

- Full details of the project or activity
  - Demonstration that the grant will be of benefit to the local community
  - The proportion or number of beneficiaries living in the electoral area
  - Demonstration of a clear need for the funding
  - A copy of the organisation's latest bank statement (on request)
  - A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan (on request)
4. Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.
  5. The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
  6. Funds available are limited.

## **Conditions of Funding**

As well as those conditions listed previously, the following conditions must be met:

1. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
2. 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 on request.
3. Each application will be assessed on its own merits.
4. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
5. Any grant must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to the Council by the anniversary of when it was awarded, unless the written approval of the Council has been obtained.
6. The Council may make the award of a grant as it considers appropriate in the event of any unforeseen event.
7. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of 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.
8. The applicant understands that any false declaration or information will result in the immediate rejection of this application, and may disqualify any further application.'