



Theydon Bois Parish Council

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Grant Award Policy

[Date of Issue: 25th July 2019](#)

Introduction

Theydon Bois Parish Council ('the Council') recognises the hard work of the many organisations in the community that help to improve the lives of residents of Theydon Bois. In its commitment to support local charities and not-for-profit groups, the Council will allocate a sum each year to provide assistance in the form of Grants.

A Grant or Award is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific project, which is not directly controlled or administered by the Council.

Eligibility

The following policy sets out how the Council will consider and make Grant Awards, and enables the Council to make an informed assessment of grant applications, so that decisions within the limited grant budget are made in a way that is fair and transparent.

1. Applications may be made by a properly constituted, charitable or non-profit-making organisation, providing services or carrying out activities or projects that directly benefit residents in Theydon Bois. A copy of the organisation's constitution, rules or statement of purpose, should be submitted with the application form.
2. Applications from religious groups will be considered where they demonstrate a clear benefit to the wider community, irrespective of religious belief.
3. Applications from regional, or national, organisations will be considered only where they demonstrate that the funding will be used specifically to benefit residents of Theydon Bois.

4. There is no upper or lower set limit for the amount of any Grant. The Council may exercise its discretion in considering all eligible grant applications but , in general, grants made will:
 - Not exceed £1,000;
 - Not exceed the remaining sum allocated during the financial year;
 - Be commensurate with the benefit provided to residents of Theydon Bois;
 - Depending on the nature of the activity or project, the Council may consider a 'match funding' arrangement. In this instance, applicants will be required to provide details of other organisations approached for funding (and indicate whether or not such funding was successful).
5. Grants may be made for activities and projects that meet all of the following criteria:
 - Improve the range of services and activities in the parish;
 - Directly benefit some or all residents in Theydon Bois; and
 - Are in keeping with the aims and objectives of the Council
6. Applications may be made to support one-off projects, to provide equipment, or publicity material, or to assist with normal running costs.
7. Applicants must identify a specific purpose for which funding is sought.
8. The Council will not fund the following:
 - Statutory organisations or where the grant would replace statutory funding;
 - Individuals;
 - Political groups;
 - Activities promoting religious or political beliefs;
 - Activities that do not complement the aims and objectives of the Council;
 - Projects completed before the application can be considered;
 - Projects that cannot demonstrate a service to the residents of Theydon Bois;
 - Organisations that have disproportionately high levels of uncommitted reserves, or projects where funding is generally available from another source
 - Repayment of loans;
 - Costs for services, equipment or provisions incurred before a grant is awarded.
9. Applications will be considered throughout the financial year on a first-come, first-served basis, and will be considered at the first Finance & General Purposes Committee meeting following receipt of the application and, depending on the recommendation made at that meeting, will then be considered at the next Full Council meeting, following the Finance & General Purposes meeting. Applicants will be informed of the outcome after that meeting. The dates of upcoming meetings can be found on the Council's website.
10. At least 10% of the annual allocated budget will be retained for close-to-end financial year applications considered by the Council to be of an emergency nature within that financial year.

11. In order to apply for a Grant, applicants are required to complete the Council's Application Form and to provide all the information requested.
12. Only one grant for any organisation will be awarded by the Council in any financial year.
13. Notwithstanding Clause 12 (above), organisations are not restricted to the number of grant applications made over a period of time. However, the history of previous applications will be considered in the decision-making process.
14. Acceptance or refusal of a particular application will not determine, predicate or influence the outcome of any further application made to the Council at a later date.
15. Successful applicants will normally receive funds within one month of the decision date, as made at a Full Council meeting.
16. All Grants will be paid by cheque or electronic transfer to the organisation's bank account. Payments will not be made out to any individual's personal bank account. An acknowledgement is required on receipt of the payment.
17. All decisions of the Council regarding Grant applications are final and non-negotiable.

Conditions

18. The following conditions apply to all Grants awarded:

- Grants must be spent within one year of the award;
- The Council may not consider incomplete applications;
- The Grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any Grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the Grant they must seek approval by writing to the Council, who will consider whether or not to approve the change;
- Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements;
- Successful applicants will be required to provide the Council with a report on how the funds have been used, and the outcomes of the funded activity;
- Successful applicants will be required to forward to the Council any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Council's website or in the 'Theydon Bois Village News Magazine';
- The Council reserves the right not to pay any award in the event of it not being used for the purpose specified on the application form; and
- Should, for any reason, the organisation disbands or the project is not completed, the Council may ask for all or part of the monies to be paid back.

19. All applicants completing an application form will be deemed to have read, and to have agreed to, the requirements outlined in this policy.
20. The application form, and other information submitted, may be copied and placed on the public Agenda for the Full Council meeting. No personal data will be disclosed.
21. This Policy will be subject to Review on an annual basis.

Grant application forms can be downloaded from the Council's website – [\[insert address\]](#) – or are available from the Parish Clerk at parishclerk@theydon.org.uk Tel: 01992 813442.

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