

West Meon Parish Council

Grants Policy

Adopted by Resolution dated 8 May 2012

1. Policy Statement

- 1.1 Grants will only be made by the Council to the extent that it has the express power to do so under the Local Government Act 1972 (“LGA”), as amended or re-enacted from time to time, including in particular:
- 1.2 Assistance to voluntary bodies - s.137(1) LGA;
- 1.3 Contributions to charitable bodies - s. 137(3) LGA; and
- 1.4 Contributions for the provision of entertainments – s. 145 LGA.

2. Policy

- 2.1 The Council will award grant, at its discretion, to persons and organizations within the Parish of West Meon, which can demonstrate a need for financial support in order to provide a direct benefit to the Parish.
- 2.2 The person or organisation must demonstrate that the purpose for which an application for a grant is made is non-profit making and/or charitable.

3. Process

- 3.1 All applications must be submitted to the Clerk of Council.
- 3.2 The Grants budget will be set annually as part of the general budget setting process.
- 3.3 All applicants must complete the approved application form and demonstrate a clear need for funding.
- 3.4 Individual applicants must be resident in the parish of West Meon or have a close association with the parish. Organisations must provide a copy of their written constitution.
- 3.5 All applicants will be contacted following the Council's decision. The Council's decision with respect to each application is final.

3. Grants

- 3.1 The administration of and accounting for any Grant shall be the responsibility of the recipient.
- 3.2 If the grant is put to any purpose other than those for which it was awarded without the prior written approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.

4. Conditions of Funding

- 4.1 Applications will not be considered from private organisations operated as a business to make a profit or surplus
- 4.2 Applications will not be considered from “Upward funders”, i.e. local groups whose fundraising is sent to their central HQ for redistribution.
- 4.3 Applications will not be considered for individuals or to regional or national charities unless it is for a specific project in the West Meon Parish where there will be obvious benefit to the local community of West Meon.
- 4.4 All applications must demonstrate clearly how the grant will be of benefit to the local community within West Meon Parish.
- 4.5 An organisation is required to have a bank account in its own name with two authorised representatives required to authorise each transaction.
- 4.6 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 4.7 Each application will be assessed on its own merits and will be considered along with other applications at an appropriate Council Meeting where the matter will be decided.
- 4.8 To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.
- 4.9 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 4.10 The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

5. Assessment Criteria

- 5.1 How well the grant will meet the needs of the community, providing positive benefit to the residents within West Meon Parish
- 5.2 How effectively the organisation will use the funding.
- 5.3 Whether the costs are appropriate and realistic.

- 5.4 What level of other contributions has been, or will be, raised.
- 5.5 Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 5.6 How the organisation or group is managed, as indicated by the supporting documentation provided.

6. Procedure for Successful Applicants

- 6.1 Awards may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested.
- 6.2 In all situations a written account of how the grant or subsidy has been used shall be submitted by the applicant to the Council within three months of the grant being paid.
- 6.3 In the event, for whatever reason, of the grant or subsidy not being used, in part or in full, a full explanation shall be submitted to the Council within one year of the award being made.
- 6.4 In the case of organisations, end of year accounts shall be submitted to the Council clearly defining how the award has been used.
- 6.5 Individuals must provide proof of expenditure to the Council where practical.
- 6.6 The Council reserves the right to reclaim any award in the event of it not being used for the purpose specified on the application form.
- 6.7 Organisations that receive an award will be required to acknowledge the Parish Council's contribution on all publicity/printed material.

Additional Information

For additional information or to receive an application form please contact:

Diane Heppell, Clerk to West Meon Parish Council at:
clerk.westmeon@parish.hants.gov.uk