

NARBOROUGH PARISH COUNCIL - GRANT AWARDING POLICY

1. INTRODUCTION

The Parish Council has a budget to award grants, at its discretion, to support organisations in specific projects and activities which will benefit the Parish or residents of the Parish. This may include charitable educational opportunities undertaken by local young people.

2. GUIDELINES

- Grant funding is to be used to:
 - i) support a local project or worthy cause which will benefit the Parish or its residentsOR
 - ii) offer educational benefit to a full time student who lives in the Parish in an activity judged by the Parish Council to be appropriate and of significant benefit to that individual's personal development
- Projects must have defined aims and be properly structured and administered in relation to financial management and controls. Financial accounting information may be requested prior to any decision
- Evidence of applicant's efforts to raise their own funding must be demonstrated
- The project must have a start date within nine months of the application for funding
- The applicant must satisfy the Council that the project is viable and ensures proper use of public funds, providing best value and good value for money (for example, how much of funding goes to good cause, what expenses are likely to be etc.)
- The applicant must satisfy the Council that the organisation/project can demonstrate that it has the experience and competence to undertake what is proposed (for example, state where more information can be obtained and whether this type of project has been previously undertaken)

3. APPLICATION PROCESS

- Applicants are required to complete the Grant Application Form, ensuring they fully explain how their request meets the guidelines set out in Section 2
- Applications may be emailed to clerk@narboroughparishcouncil.gov.uk or can be posted to: The Parish Clerk, Narborough Parish Council, Parish Centre, Desford Road, Narborough, Leics. LE19 2EL. Requests will be considered by Policy & Finance Working Group and appropriate recommendations made to Council. All applicants will be contacted following the Council's decision

4. CONDITIONS OF FUNDING

- Preference will be given to organisations/projects/individuals located within the Parish and/or recognised as predominantly serving the local community
- The administration of and accounting for any grant shall be the responsibility of the recipient. Evidence of expenditure should be supplied to the Council if requested
- Grants will not be made to projects which discriminate on any grounds
- The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate
- Applications will not normally be considered from national organisations unless the request comes from a local branch. In this case there should be clear evidence that the grant will be used by that local branch and that there is a specific and direct benefit to local residents
- Successful applicants may be expected to make a presentation to Council once the sponsored project is completed
- Grant payments will not be made to individual applicants. They will only be made to an official body/organisation on behalf of the applicant
- Grants will not be made retrospectively
- A grant may only be used for the purpose for which it was awarded and the Parish Council reserves the right to clawback or suspend a grant where this is not the case, unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Council