

Current policy & procedure for awarding Discretionary Grants

Discretionary Grants

Section 137 Grants

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants.

Grant Awarding Policy & Procedure

The Parish Council budget includes an allocation for discretionary grants to local clubs and organisations. Grants will normally only be made to those clubs and organisations that provide a benefit to the residents of the Parish.

Typically, the precept is approved at the January meeting, and includes an amount for discretionary grants to be considered in the July meeting. The objective is to work with the community to consider how much should be set aside for this purpose, and the criteria for being considered.

Application Procedure

Currently, Discretionary Grant Applications will be considered and determined if:

- The community organisation applying for a grant is a not-for-profit organisation.
- The residents of Horsted Keynes Parish benefit from the organisation.
- A simple Business Plan outlining why a grant should be awarded is attached to the application.
- A copy of the latest Audited Accounts or Income & Expenditure Sheet for the financial year is attached to the application.
- A grant submitted for a particular event being held within the next 12 months has a copy of the Event Insurance attached to the application.

Successful Discretionary Grant Applications will require that the organisation prepares and submits a report to Horsted Keynes Parish Council within six months of receiving a Discretionary Grant on how the grant was expended.

Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council, in accordance with the application procedure, and which it envisages may

be granted. Any amount included within the budget for an application amount does not guarantee an award; a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. An additional amount will be reserved from which other grant requests may be made. A maximum award of £500 only for such unplanned applications will be considered. Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organizations with which it has close links.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Parish Council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organization is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Horsted Keynes Parish Council. Where appropriate, the Parish Council will affix a label to equipment.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.