

# **Asterby and Goulceby Parish Council**

## **Grant Awarding Policy**

*Policy adopted by Asterby and Goulceby Parish Council March 2025*

*To be reviewed every two years*

*Next Review March 2027*

### **1. Introduction**

1.1. Asterby and Goulceby Parish Council sets aside a small sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

1.2. The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which councillors feel will be of benefit to the Asterby and Goulceby area e.g. grants to a village hall, or village playgroup.

Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area.

### **2. Eligibility for Grant Funding**

2.1. To qualify for a grant, the applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the parish of Asterby and Goulceby, or its residents.

2.2. The Parish Council will not normally make grants to organisations outside of the parish unless it can be demonstrated that there are direct benefits to the parish.

2.3. Grants will not be awarded towards day to day running costs, and the project must be sustainable without continuous funding from the Parish Council. The application should provide clear details of what the proposed funding will be used for itemising, where applicable, services to be provided or equipment to be purchased along with costs such that the Council can determine the exact proposed use of the applied for funds.

2.4. Grants will not be made retrospectively and cannot be made to individuals. The Council may request formal proof of eligibility.

2.5. Other factors that the Parish Council will take into account when considering a grant application include;

- Whether the Parish Council has the power to make this grant.
- Whether the grant being requested is proportionate to the benefit.
- Whether the applicant has demonstrated some degree of fundraising on a “self-help” basis.
- Whether the applicant has applied to other bodies for funding for the same project.

2.6. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.

2.7. The Council may request formal proof of eligibility.

2.8. The maximum grant that will be awarded to an organisation will be up to the maximum amount set in the budget in a single financial year.

2.9. The Council may request that any unspent funds are returned.

### **3. Procedure**

3.1. Requests for funding must be made in writing to the Clerk using the attached form and sent to the Clerk either by email to [agparishcouncil@gmail.com](mailto:agparishcouncil@gmail.com).

3.2. Grant applications must be submitted in advance of the funds being required. Deadlines for applying for a grant is 31<sup>st</sup> October.

3.3. The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.

3.4. If successful, the grant is made in a single payment.

3.5. Details of which organisations have received a grant are included in the minutes for the meeting in December and are also included in the Parish Council report given at the Annual Parish Meeting each year.

## **Asterby and Goulceby Parish Council**

### **Application form for a donation/grant**

<b>Name of Organisation</b>	
<b>Address</b>	
<b>Contact details</b>	
<b>Amount of grant requested</b>	
<b>Purpose of grant</b>	
<b>Has funding been sought from elsewhere? If so, where from and how much?</b>	
<b>How will this grant be used to support local people?</b> (please continue on another sheet if necessary)	
<b>Have you previously applied for a grant from the Parish Council? If so, when was this and how much did we award you?</b>	
<b>Copy of last audited accounts attached?</b> (please note that the Parish Council is unable to consider applications that are not supported by adequate financial documentation)	Yes/No
<i>For office use only</i>  Date approved: _____ Minute number: _____  Power used: _____ Signed: _____ (Clerk/RFO)	